

**Minutes of Bawdsey Parish Council Meeting**  
**Held Thursday 23<sup>rd</sup> March 2023 – 7.00pm**  
**Bawdsey Village Hall**

**Present:** - Cllr Brian Johnson (BJ), Cllr Clare Walker (CW), Cllr Richard Tricker (RT), Cllr Robin Johnson (RJ), Cllr Rob Thurkettle (RTh) (Chair) Cllr Andrew Reid – Suffolk County (ARe), Cllr James Mallinder – East Suffolk (JM)  
 Cllr Andrew Rouse (AR) Chair – Online & Cllr Andrew Block (AB) – Online

Tina Hughes (Parish Clerk)  
 7 Members of the public in attendance

<b>1.</b>	<p><b>To receive Apologies for absence</b>          Cllr Andrew Rouse (AR) Chair – Online &amp; Cllr Andrew Block (AB) – Online, Cllr Chris Mann (CM), (COVID)</p> <p>In the absence of a chair and vice chair, clerk asked if anyone would be willing to step up, Cllr Robert Thurkettle offered, Cllr Robin Johnson proposed and seconded by Cllr Richard Tricker, all in agreement.</p>
<b>2.</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 RTh – School Governor, Member of the PPG and Coastguard Volunteer          Cllr CW – CLT Crocus Build          Cllr RTr – Scottish Power and Village Hall Committee          Cllr BJ – Shingle Street Settlement Ltd, East Suffolk Building Preservation Trust          Cllr RJo – Village Hall Committee, Suffolk Power</p>
<b>3.</b>	<p><b>Public Participation (10 minutes)</b> – an opportunity for parishioners to briefly raise matters of concern and hear from County and District Councillors</p> <p style="padding-left: 40px;">a. Reports or comments from public</p> <p><b>Request for donation towards the Kings Coronation</b> – Council agreed to fund £75 towards coronation, Cllr RTr proposed, seconded by Cllr RTh, all in agreement</p> <p><b>Councils reaction to the 20mph traffic survey, which proved we would be eligible</b> – on agenda as an item, agreed to discuss then</p> <p style="padding-left: 40px;">b. Reports from County and District Councillors</p> <p><u>Cllr ARe highlighted Feb 2023 report from Suffolk County Council - copy on website</u></p> <p>Additional – new contract has been signed for highways maintenance, with Milestone infrastructure Services, contract from 3<sup>rd</sup> September 2023, could be up to 20 years, pleased Kier are still undertaking the works at Ferry Road, Quay.</p>

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage,  
 The Street, Alderton, IP12 3BL  
 Tel: 01394 411092 Email [Bawdsey-pc@hotmail.co.uk](mailto:Bawdsey-pc@hotmail.co.uk)

Chair Initials.....

	<p><b>Question via clerk from Parishioner – Roads in area badly flooding, East Lane in particular, where it looks like previous work has been undertaken and has caused water to be diverted away from the drain, has been reported on portal, response has been non-committal, how do we get these issues fixed?</b></p> <p>Cllr ARe - Depends on frequency and severity of floods, highways do not consider water standing for less than 2 days as a flood, if problem is persistent and for longer periods of time and do not get a satisfactory response, this can be escalated to Cllr ARe.</p> <p><u>Cllr JMa highlighted March 2023 report from East Suffolk Council - copy on website</u></p> <p>Small Electrical Recycling bins going well, hoping to establish a mobile unit to come out to villages</p> <p>ESC have introduced their climate action plan <a href="#">ESC Tackling Climate Change Webpages</a></p> <p>Trying to prevent the car bootsale happening at Holistic Woods, next to Sutton Heath, started having assault course for motorbikes, flagged as a planning enforcement issue, sensitive environmental area, bootsale event in April, middle of nesting season, under permitted planning, allowed to hold 14 events per year, this will be number two, will monitor.</p> <p>Eyke have development of 65 houses coming, focusing on environment, concern re increase in number of cars this will bring to area, also impact on other services, working with Eyke to help raise concerns</p> <p>Pleased work at Quay has finally got under way</p>
4.	<p><b>To agree &amp; sign Minutes of meetings dated 26<sup>th</sup> January 2023 as true record.</b></p> <p>No objection to minutes, proposed by Cllr CW and Seconded by Cllr RJo, all in agreement</p>
5.	<p><b>Planning: To receive updates on current applications and consider applications received</b></p> <p><b>a. Consider the following application(s)</b></p> <p><b>DC/23/0682/FUL</b> Installation of photovoltaic panels on existing inner courtyard (southeast &amp; south-west facing) roofs The Old Stables, Bawdsey Manor Estate, IP12 3BH</p> <p><b>b. To consider any applications received after the publication of the agenda</b></p> <p>No objections – proposed by Cllr CW, seconded by Cllr RTh, all in agreement</p> <p><b>DC/23/1093/LBC</b> Proposal: Listed Building Consent - Conversion of barns to 4 no. holiday lets and creation of farm shop cafe. High House Farm, Ferry Road</p> <p>Only received 23/03/23, response needed by 17<sup>th</sup> April 2023, councillors feel more time is needed to look at proposal and respond, proposed by Cllr BJo and seconded by Cllr RTr</p>





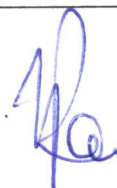
	<p><b>c. To receive an update on East Suffolk Preservation and Tin Chapel</b></p> <p>Cllr.BJ, who is a member of the East Suffolk Building Preservation Trust, wanted to highlight, for the benefit of all future Councillors, the work carried out by the ESBPT on buildings registered "at risk" and in particular on the Tin Chapel on land adjacent to the Bawdsey Quay public car park. The chapel was originally erected by Sir Cuthbert Quilter and is now in a serious state of disrepair. A feasibility report on the restoration and possible re-use of the chapel has been carried out by the Trust. A future update will be notified in due course.</p>
6.	<p><b>Upcoming Elections - Receive update on nominations</b></p> <p>Confirm there are 5 people stepping down, 8 packs have been given out, 5 have been returned, Cllr BJo is trying to get someone from Shingle Street interested, would like representation from this area, if not, then will keep in contact via SSS Ltd, have a possible 2 other people interested. Clerk has an appointment to hand in papers on 3<sup>rd</sup> April at 9.30am.</p>
7.	<p><b>Church Wall - Discuss and approve funding</b></p> <p>Confirmation from Crocus they are prepared to give £1000 towards both the church wall and Weather Station projects, Cllr ARo proposed the council contribute £1000 towards the Church Wall scheme, seconded by Cllr RTh, all in agreement, money to be awarded from The Power grant</p>
8.	<p><b>Works on Ferry Road at Quay – Receive progress update</b></p> <p>Work has started, has been some problems with PGL opening gates to let coaches through the grounds, avoiding them waiting up to 15 minutes for the road to be re-opened, this has caused the grass to be churned up, Diane at the Boathouse, is concerned about business over the Easter Period, people can still park in amenities car park. Work to be undertaken is the laybys, benches, replace soil and planting, question raised regarding planters from contractors, do we really want as SCC are now adding bollards along verge line? Suggested wait until see the scheme finalised and make decision after, proposed by Cllr ARo and seconded by Cll RTr, all in agreement, <b>Cllr ARo to write to SCC and advice.</b> Cllr BJo commented, funding has been received from many different sources, should we be acknowledging this, Clerk advised Cllr ARo had already written to AONB and thanked them for their contribution, when scheme finalised ARo will send letters of thanks to both SCC and ESC. Clerk advised had received a telephone call from SCC highways regarding the houses on the quay and the chained private parking which is in place, they asked when this had been agreed and if we knew anything about. Councillors advised has been in place for a long period, land actually belongs to Bawdsey Manor, not highways</p>
9.	<p><b>East Lane 20mph limit – Discuss Suffolk County Council funding and Bawdsey Parish Councils contribution</b></p> <p>Have received an estimate of £4200, from Suffolk Highways for the design and a further estimate for the construction work of £6500 to £8500, giving an estimated total budget of £15,000 needed. Cllr ARe has advised that funds for this year are depleted and existing contractors unable to take on any new design projects, will need to wait until new contractors start in September 2023 and get an actual costing.</p> <p><b>Public Comment</b> – Have been in contact with Bromswell Council, who gave the cost of their 20mph scheme, £8000.00, was pre pandemic, will need to wait until new contractors are in</p>

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage,  
The Street, Alderton, IP12 3BL  
Tel: 01394 411092 Email [Bawdsey-pc@hotmail.co.uk](mailto:Bawdsey-pc@hotmail.co.uk)

Chair Initials.....



	<p>place and can get new figures or maybe some comparisons with other areas that have undertaken a similar scheme.</p> <p>Know the quay scheme has more than doubled from pre pandemic to now, so may be an accurate estimate we have been given</p> <p>Has been noted that the speed survey highlighted only one outlier doing over 20mph, so did query if the Quiet Lanes scheme had made a difference and if undertaking this scheme would be cost effective for the village</p> <p><b>Public Comment</b> – Despite the results of the recent traffic survey, it was still felt by some individuals that this did not reflect the reality of traffic speeds in East Lane. Would like to put a note in the Bawdsey Bulletin, thanking all the people who signed the petition and update them on the progress and advise it is ongoing – Council in agreement</p>
10.	<p><b>East Lane Coastal Path</b> – Discuss damage after storm</p> <p>Cllr ARo, noted recently had heavy storms on high tide surge, did not get a chance to check if any fencing had come down north of East Lane Car Park, if any repairs needed to be flagged with environment agency? No damage, winds were kind.</p>
11.	<p><b>Shingle Street PRE</b> – Discuss Risk Assessment and Legal Agreement with Landowner</p> <p>Not in Bawdsey Parish, but as council are paying towards cost, are we in agreement to undertake a risk assessment and make a formal agreement with the landowners who have agreed to have this equipment on their land, needs formalising? Cllr BJo proposed and Cllr RTh seconded, all in agreement. <b>Clerk to arrange formal agreement and do risk assessment</b></p>
12.	<p><b>Safety Matters</b> – Discuss purchase of Hi-Viz Vests for volunteers undertaking litter picking or works on highway</p> <p>Idea is for council to be more visible in the community and highlight work undertaking, need jackets for emergency planning too. <b>Cllr RJo to get price for 20 branded jackets</b></p>
13.	<p><b>Defibrillator at Bawdsey Manor</b> – Receive an update on where positioned and access</p> <p>Defibrillator is on gatehouse by quay, behind locked gates, can get round gates to gain access if needed in an emergency. Cllr BJo thought it would be better if defibrillator was situated in front of gates. <b>Clerk to contact PGL and discuss this option</b></p>
14.	<p><b>Policies and Asset Register</b> – Review and adopt:-</p> <p><b>a) Standing Orders</b></p> <p>Updated Standing Orders circulated prior to meeting, minor amendments noted, all agreed to adopt, proposed by Cllr BJo and seconded by Cllr RTh</p> <p><b>b) Asset Register</b></p> <p>Circulated prior to meeting:-</p>





	<p>Clerk explained had reviewed all assets, 3 bird/bat boxes found on ground, discussed with Peter Wain, who advised should not be on our asset register as we did not pay for these, so have removed these and left the fallen boxes with him to re-attach.</p> <p>Found only 2 black bins at Quay, on street license obtained for benches, planters and bins, states only 2, removed one bin from asset register at quay, wait until after scheme has finished and review then, ESC provide bins throughout the peak season.</p> <p>Shingle Street Settlement have removed black bins and one dog bin in the Bawdsey parish area, so have removed these from asset register, noted litter problem has improved greatly since removal.</p> <p>6 benches at quay and wooden Bawdsey bench have been added to register</p> <p>Cllr CW asked if Picnic table and benches, plus jubilee bench purchased by Village Hall and Recreational Committee should be added to our asset register as custodian trustees. <b>Clerk to check and advise</b></p> <p><b>c) Internal Control</b></p> <p>Circulated prior to meeting, updated for internet payments, all agreed to adopt, proposed by Cllr CW and seconded by Cllr RTh</p>
15.	<p><b>Progress Reports</b></p> <p>a. Clerks Correspondence update</p> <p>Highlighted couple of Hollesley newsletters:-</p> <p>Fake parking ticket found on residents car at Campsea Ashe, just for people to be aware, suggested if in doubt to contact Trading Standards and/or the Council to check the validity of ticket</p> <p>Attempted oil thefts have been made in Hollesley</p> <p>Both have been added to the Bawdsey Bulletin for parishioners to be aware</p> <p>Highlighted Five Estuaries Offshore Wind Farm – consultation dates 14<sup>th</sup> March to 12 May 2023, councillors unaware of new project <b>Clerk to circulate information</b></p> <p>Received a telephone call from secretary of Bawdsey Yacht Club concerned about the restricted parking at the quay, advised no restrictions in amenities car park</p> <p>b. Village Hall and Recreation Ground Committee update (Cllr. R. Johnson)</p> <p>Cllr RJo advised currently looking to get a replacement to update on the VHRGC after he steps down, will keep council informed</p> <p>Have a work day 10am Sunday 26<sup>th</sup> March on recreational ground and around pavilion, old cricket hut roof has now been dismantled, remainder of hut to be taken down and disposed of.</p>

Now have full report on playground, have met with company who originally put play equipment in to see if they could assist in updating equipment or help repair, need to discuss and will update council at later date

Inspection of playground report flagged no issue, even surface passed, VHRGC committee will discuss and look into further

Fete on last Bank Holiday in May, holding meeting 15<sup>th</sup> May 7.30pm in village hall for anyone willing to help, fete is normally well attended and makes a good profit, does rely on volunteers with setting up and taking down

Jubilee Torch relay photo now hanging in hall

Jumble Sale coming up on 1<sup>st</sup> April, people can leave jumble from 10.30am, only legitimate jumble please, starts at 12pm

c. Coastal Matters: Updates on

i) Deben Estuary Partnership (Cllr. Block)

Nothing to update

ii) Bawdsey Coastal Partnership (Cllr. Rouse)

Nothing to update

iii) Coastguard report (Cllr. R. Thurkettle)

Had an incident off the Bawdsey Quay, Sunday 19<sup>th</sup> March, two walkers were cut-off by tide, were rescued by RNLI, water was up to their chest, kept them calm and aware what was happening, started to get dark, they used light on phone to guide rescuers. Joint response and rescue by Coastguard, RNLI and Ambulance and resulted in a positive outcome

iv) Deben Marine Centre (Cllr. Block)

Regarding electricity, Cllr ABI has been trying to find email correspondence, where it was agreed that DMC could install electricity direct, need to approach new manager at PGL and get an agreement, then can open with TV screens and video displays

d. Scottish Power (Cllr. Tricker)

No update from Scottish Power keeping an eye on hedge planted to ensure OK, especially as had a long dry summer, seems to be OK, will contact Scottish Power if there is an issue

e. Quiet Lanes (Cllr R Thurkettle)

Project now complete, have two spare signs, will retain in case any get damaged or vandalised. Clerk received email advising wave 4 will be starting soon.

f. Speedwatch (Cllr. R. Johnson)

Still discussing with police if Bawdsey were registered, as standing down, will hand over everything to clerk and any future correspondence will be forwarded



	<p>Arrangement now in place with The Vicarage for them to change batteries in SID, so should be done on a regular basis going forward, concern raised about lack of verge and safety, concrete slab in place for volunteer to stand on and change batteries and is aware of risks involved</p>
	<p>g. Update for Photo Post and Weather Station (Cllrs R Tricker/A Rouse)</p> <p>Still have funds, been unsuccessful in identifying places, mainly due to obtaining landowners permission</p> <p>Weather Station – no update, grateful for funding from Crocus</p>
	<p>h. Emergency Committee (Cllr. R. Johnson)</p> <p>Planning meeting cancelled, needs to be rearranged as stepping down, Cllr RTh and Tony Street (Alderton) have agreed to run the emergency committee, Cllr RJo will stay on committee, now have some new people to support</p>
	<p>i. Bawdsey Quay – Bawdsey Ferry Approach Road</p> <p>Discussed earlier</p>
	<p>j. Green Agenda – Trees and Hedges</p> <p>Cllr ARo has been in touch with Suffolk Tree council and is looking to become a warden, Cllr Tricker for some reason was not registered, this has been rectified and is willing to stay on as a warden, and councillors felt this was a good idea.</p>
	<p>k. Highway Matters</p> <p>Fence at Bawdsey Hall – Fence has now been mended</p> <p>Concerns still about verge destroyed during building works at Old Bakery, plus house on corner of The Street/East Lane, allowing cars to cut the corner off, both making it dangerous for pedestrians and children <b>Clerk to write letter asking home owners if they would reinstate verge</b></p>
16.	<p><b>Finance</b></p> <p><b>1. To note Bank Balances as of 28<sup>th</sup> February 2023:</b></p> <p>a) Current Account - £ 7782.84</p> <p>b) Reserve Savings Account - £4000.00</p> <p>c) CIL Funds Savings Account - £23736.46</p> <p>d) Projects Savings Account - £8214.78 <span style="float: right;">Noted</span></p> <p><b>2. To authorise the following Invoices for Payment:</b></p> <p><b>a. New payments since last meeting:</b></p> <p>£27.60 Red Rocket Emergency Telephone and Website</p> <p>£15.00 Red Rocket Emergency Telephone</p>

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage,  
The Street, Alderton, IP12 3BL  
Tel: 01394 411092 Email [Bawdsey-pc@hotmail.co.uk](mailto:Bawdsey-pc@hotmail.co.uk)

Chair Initials.....



	<p>£17.39 East Suffolk Bulletin Feb 23  £18.00 Unity Trust Service Charge  £2000.00 SCC Bawdsey Ferry Road, Contribution to works</p> <p>Proposed by Cllr RTh and seconded by Cllr RJo, all in agreement</p> <p><b>b. Any new invoices since publication of agenda:</b>  £747.04 Clerks Pay Quarter 4  £186.80 HMRC  £17.99 ESC – Bulletin March 23</p> <p>Proposed by Cllr RTh and seconded by Cllr RJo, all in agreement</p> <p><b>c. Any new payments received since last meeting:</b>  £922.97 VAT Refund</p> <p><b>3. Donations – Discuss donation and decide beneficiaries</b></p> <p>Discussed donations and the following were agreed:-</p> <p>£75 towards the Kings Coronation  £100 to SARS  £100 to CAB at Leiston</p> <p>Proposed by Cllr CW and seconded by Cllr BJo, all in agreement</p>	
17.	<p><b>Councillors Stepping Down – Review and handover any projects.</b></p> <p>Farewell and Thank You</p> <p>Cllr RTh read letter Cllr ARo has composed for the Bawdsey Bulletin, with support from former clerk Jenny Webb, thanking the councillors who are stepping down for all their hard work</p>	
18.	<p><b>Any matters to be brought to the attention of the Council and to agree date for next meetings</b></p> <p>Annual Parish Meeting &amp; Parish Annual Meeting</p> <p>Annual Meeting of the Parish 11<sup>th</sup> May 2023 7pm  Parish Annual Meeting 25<sup>th</sup></p>	

Chairs Signature.....



Date.....

25/05/23

Bawdsey Parish Clerk: Tina Hughes, Crown Cottage,  
The Street, Alderton, IP12 3BL  
Tel: 01394 411092 Email [Bawdsey-pc@hotmail.co.uk](mailto:Bawdsey-pc@hotmail.co.uk)

Chair Initials.....

