

**Minutes of Bawdsey Parish Council held
Thursday 28th September 2023 –
7.00pm at Bawdsey Village Hall**

Present: Cllr Andrew Rouse (AnRo)(Chair); Cllr Rob Thurkettle (RoTh) (ViceChair);
Cllr Clare Walker (ClWa); Cllr Matt Roche (MaRo); Cllr Mike Locke (MiLo); Cllr Sue
Tappenden (SuTa); Cllr Tod Heyda (ToHe)

East Suffolk Cllr James Mallinder (JaMa)

Tina Hughes (Parish Clerk)
4 Members of the Public

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| 1. | <p>To receive Apologies for absence</p> <p>Suffolk County Cllr Andrew Reid Cllr Jackie Ferguson</p> |
| 2. | <p>To receive any Declarations of Interest and any Applications for dispensation on Agenda Items (either pecuniary or non-pecuniary)</p> <p>None</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 style="padding-left: 40px;">a. Reports or comments from public</p> <p>Q. Flood in Redhouse Lane – what is happening?</p> <p>Cllr AnRo advised this has been reported on many occasions to SCC highways, Cllr RoTh reports once a month, clerk is constantly chasing, is low on highways priority list. A suggestion was made that irrigation valve may be leaking near the corner and contributing to the flooding Cllr AnRo will contact Alex Mann to see if this can be investigated & Clerk to continue to chase, copying in Cllrs Andrew Reid, Paul West and Matthew Hicks to gain attention to our priorities.</p> <p style="padding-left: 40px;">b. Reports from County and District Councillors</p> <p>Cllr James Mallinder highlighted his report also adding – Ramsholt does not have a parish council, so if anyone sees an issue in the area to report or let Cllr JaMa know.</p> |
| 4. | <p>To agree & sign Minutes of meetings dated 20th July 2023 as true record.</p> <p>Minutes agreed and signed by chair, proposed by Cllr Clare Walker and Seconded by Cllr Robert Thurkettle, all in agreement.</p> |

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| 5. | <p>Planning: To receive updates on current applications and consider applications received</p> <p>a. Consider the following application(s)</p> <p>DC/23/2865/FUL - Extension, alterations and building refurbishment. Address: 42 Ferry Road, Bawdsey</p> <p>DC/23/2802/AGO2 - A balanced cut & fill earthmoving operation to create an irrigation reservoir. Water stored will be pumped from the Internal Drainage Board pump draining the marshes which would otherwise be pumped to waste in the North Sea. Address: Land West of High House, Ferry Road, Bawdsey</p> <p>DC/23/3001/FUL - Replacement roof structure, replacement external stair, re fenestration and internal alterations to allow continued use as a dwelling. Address: Martello Tower W, East Lane</p> <p>DC/23/3218/FUL - Construction of open swimming pool with a paved surround, provision of plant room located in existing storeroom. Address: The Elf Barn, East Lane, IP12 3AP</p> <p>No objections for the above planning applications</p> <p>DC/23/3444/FUL - Conversions of existing double garage to studio and single garage including solar panels and ev. charging. Address: Sea Wisteria Cottage, 30 The Street, IP12 3AH</p> <p>Council objected due to the lack of privacy afforded neighbours or how this would be addressed. Proposed by Cllr AnRo and seconded by Cllr RoTh</p> <p>b. To consider any applications received after the publication of the agenda.</p> <p>None Received</p> |
| 6. | <p>Works on Ferry Road at Quay – Receive progress update.</p> <p>Cllr AnRo reported he has contacted SCC/ESC regarding Traffic Regulation Order and when it comes into effect, waiting to hear. People are still parking on bank, this is on PGL land, Cllr AnRo will get in touch with PGL to ask if they can discuss raising the bank to stop traffic parking there.</p> <p>Signage at the entrance to the Amenity Car Park has been vandalised, Cllr JaMa stated ESC need to know, so please flag with them, or take a photo and forward to him, so he can raise this.</p> |
| 7. | <p>Shingle Street PRE – Receive an update.</p> <p>Clerk reported PRE has now been installed, chair of Shingle Street Settlement has suggested a sign indicating that the equipment is for emergencies be added, this could be supplied by installers with our own words, Cllr RoTh advised Coastguard are able to supply stickers, advising people to dial 999 and ask for Coastguard, along with 'What 3 Words', all in agreement that this would be sufficient. Cllr RoTh to organise sticker and Clerk to arrange for PRE to be added to the asset register.</p> |


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| 8. | <p>Defibrillator at Bawdsey Manor – Receive an update on position and access.</p> <p>Clerk advised the defibrillator is now on public side of entrance gate at Bawdsey Quay Manor, it is open to the public, so no number needed to access, PGL have agreed to increase how often it is monitored, currently done on a monthly basis, plus have suggested it is added to The Circuit. The only issue is how obvious it is to public, maybe a sign on DMC to indicate where it can be found, may help, Cllr RoTh advised he will look at signs to see if there are any appropriate ones.</p> |
| 9. | <p>East Lane Car Park – Discuss the agreement and future of car park.</p> <p>Agreement forwarded to councillors prior to the meeting.</p> <p>Cllr AnRo advised the current agreement between Chris Mann and Bawdsey Parish Council, for the East Lane Car Park comes to an end in Dec 2023, Chris Mann has indicated that he will not be renewing the agreement, the current business rates are £52.00 per month, he may consider a pay and display car park or is open to suggestions from the council.</p> <p>Council agree that it is a great asset for the village, bringing people to the area and leisure access to the sea wall. A worry would be if the car park was to close or become a pay and display, would people start to park along the road, which would be an issue for the farmers vehicles and would create a similar issue at Shingle Street.</p> <p>Cllr AnRo to arrange a meeting with Chris Mann and clerk to understand what other options he would consider or if he has any suggestions.</p> |
| 10. | <p>Memorial Bench East Lane – To discuss and decide position.</p> <p>Background on soldier circulated to councillors prior to meeting.</p> <p>Council agree that a bench can be placed in the village, ideally on the sea wall by East Lane car park, clerk advised the land belongs to Chris and Alex Mann and would need to get permission for this and with the situation in the air regarding the car park will not be able to get this for the moment. If this position is not possible, then could look for an alternative position, which may then influence the style of bench. Clerk to write to Nephew and advise placement of bench in village would be acceptable in principle, subject to location and type of seat to be agreed, although position is still being investigated, councillors also suggested nephew or family contact the soldier's regiment to see if they are able to provide further information for the family or even suitable location and space for a commemorative plaque.</p> |
| 11. | <p>CIL – Receive an update and agree minutes from August 2023 meeting.</p> <p>Minutes circulated prior to meeting, agreed and signed by chair, proposed by Cllr AnRo and seconded by Cllr ClWa, all in agreement.</p> <p>Cllr AnRo reported he has been in contact with SCC highways requesting an engineer to visit and advise regarding ideas and suggestions on pathways/shared road use throughout the village, will advise when this has been arranged.</p> <p>Clerk has forwarded the ideas for the VHRG to Rawdon, chair, and a meeting has been arranged to discuss these and advise possible grants that they could access for the ideas.</p> <p>Clerk to ensure this remains on agenda for future meetings.</p> |

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| 12. | <p>Welcome Booklet – Receive an update.</p> <p>Clerk advised has been through the booklet and there has been a number of changes, due to this, ESC have advised there will be a charge involved for the work to make the amendments, as soon as a draft has been received, clerk will forward to councillors for a review and if all in agreement will organise a print.</p> |
| 13. | <p>First Responders – Discuss promotion of First Responders in area.</p> <p>Clerk advised there are no first responders in village or surrounding area, although there is one currently undertaking training in Hollesley, has been in contact with East of England ambulance trust to see if there is any support to advertise for people to volunteer for this role, just waiting for them to forward more details, Cllr RoTh advised volunteers need to make a large payment for their kit, circa £3000.00, but could look to fundraise in Bawdsey and Alderton to help pay for this.</p> <p>Clerk to advise when more information is received from EofE ambulance trust.</p> |
| 14. | <p>Progress Reports</p> <p>a. Clerks Correspondence update</p> <p>Weather Station is now up and running and Davis weather station link has been added to Bawdsey website home page, so people can get live weather data.</p> <p>b. Village Hall and Recreation Ground Committee update (Cllr. Tod Heyda)</p> <p>Cllr ToHe advised there are plans for a couple of more pop pubs, Halloween and New Years Eve, thankful to all who support, especially PGL.</p> <p>Will be looking for someone to look after the outside of the village hall on a monthly basis.</p> <p>Play area has been painted and decorated, making it look more inviting.</p> <p>Still hoping to get a bench on the recreation ground. Council discussed bench purchased in replacement of a village sign at the corner of Redhouse Lane and The Street, member of the public feels the position is inappropriate, worried about children gathering and litter problems. A member of church council was present and advised bench in churchyard desperately needs to be replaced, proposed for bench to be placed here by Cllr RoTh, seconded by Cllr ClWa, majority of council in agreement. Clerk to liaise with church and Chris Mann for collection of bench from High House Farm.</p> <p>c. Coastal Matters: Updates on</p> <p>i. Bawdsey Coastal Partnership (Cllr. Rouse)</p> <p>Nothing to report.</p> <p>ii. Coastguard report (Cllr. R. Thurkettle)</p> <p>Sadly, a drowning at Aldeburgh this week, body was recovered yesterday, but has been a quiet summer, unsure if this is due to the adverse weather.</p> |

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| <p>iii. Deben Marine Centre (Cllr. Heyda)</p> <p>Good summer, lot of interest in the exhibitions, all possible due to volunteers</p> |
| <p>d. Speedwatch</p> <p>Clerk reports Mike Shanahan no longer wishes to do the batteries for the SID, feels it was too often, Rob Johnson is currently doing, but does not wish for this to be long term, could advertise for volunteers, or look at alternative solutions, solar, but would be expensive. Cllr RoTh and Cllr ToHe have agreed to take this task on, will report if this becomes too onerous, Clerk advised that SID should not be on continuously, should be on for a maximum of 4 weeks with a week off. Clerk to contact Robin Johnson and ask for training to be given.</p> |
| <p>e. Melton, Woodbridge and Deben Peninsula Community Partnership (Cllr C Walker)</p> <p>New Council have changed priorities, focusing on village cohesion and secondary school children. New youth club has started in Alderton Village Hall. ESC are also doing warm welcomes instead of warm rooms, a scheme that aims to provide somewhere safe for people to go who are struggling with heating their own homes, to socialise and connect with others and access additional information, advice and support from local partners, council do not have access to information on everyone who is struggling, suggested clerk, in capacity of PPG secretary, liaise with surgery to identify any gaps and see if there is anything the council can do to support parishioners within community.</p> |
| <p>f. Joint Peninsula Parish Council Meeting</p> <p>Clerk to send minutes to councillors, advised main issues across the peninsula are highways, speed, and volume of traffic, noting the new developments, Sizewell C construction traffic and Rendlesham Forest's possible development of a larger car park, visitors centre and a café. Next meeting is planned for the spring.</p> |
| <p>g. Update for Photo Post and Weather Station (Cllrs T Heyda/A Rouse)</p> <p>Cllr AnRo advised there will probably be nothing more happening with the photoposts, Clerk to confirm the outstanding balance and if needs to be returned to grant provider.</p> <p>Cllr ToHe advised weather station is now up and running, due to meet with Crocus on 4th October for the photo opportunity.</p> |
| <p>h. Emergency Committee (Cllr. R Thurkettle)</p> <p>Cllr RoTh advised emergency committee planning on sending out a survey by the end of the year, to establish if people have relevant skills and identify if people will require additional support during an emergency.</p> |
| <p>i. Green Agenda – Trees and Hedges</p> <p>Nothing to report.</p> |

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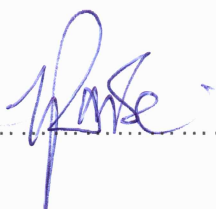
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| | <p>j. Highway Matters Flooding updates Suffolk County Council – Map of Adopted Hedges</p> <p>Flooding at Redhouse Lane mentioned earlier, East Lane has also been chased with SCC and Clerk will continue to chase both with SCC to put pressure on them to get this work completed.</p> <p>Cllr AnRo advised the flooding in a property in East Lane has been discussed with Chris Mann and the Flood Manager for SCC highways is due to attend the site to see if a solution can be found.</p> |
| 15. | <p>Finance</p> <p>1. To note Bank Balances as of 31st August 2023:</p> <p>a) Current Account - £14180.27 b) Reserve Savings Account - £4040.66 c) CIL Funds Savings Account - £23736.46 d) Projects Savings Account - £7101.34</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 Aug 2023 £15.00 Red Rocket Emergency Telephone Sept 2023 £30.00 Red Rocket Domain renewal Emergency Planning & Speedwatch £18.00 Unity Trust Bank Charge £450.00 Village Hall Hire £72.00 SALC Training (ToHe & MiLo) £20.40 SALC Training (SuTa) £17.99 ESC – Bawdsey Bulletin July 2023 £252.00 PKF Littlejohn – External Audit £747.04 Clerks Pay Quarter 2 £188.80 HMRC</p> <p>Authorised, proposed by Cllr CIWa and seconded Cllr RoTh, all in agreement.</p> <p>Authorise transfer of VAT for Weather Station payment back to Project fund £32.20</p> <p>Clerk advised the amount should be £33.20, transfer authorise, proposed by Cllr RoTh and seconded by Cllr CIWa, all in agreement.</p> <p>b. Any new invoices since publication of agenda:</p> <p>None Received</p> <p>c. Any new payments received since last meeting:</p> <p>None Received</p> |

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| | <p>d. External Audit Report: Receive conclusion of Audit.</p> <p>Clerk advised external audit report had been received, only issue was the amount re-stated for the assets for 2022-23, clerk had omitted to deduct the bird/bat boxes, notice of public's right to look at report advertised on noticeboard and also on website.</p> <p>e. Banking Signatories: Receive an update.</p> <p>Clerk has received notification that signatories have been updated by Unity Trust Bank, although Cllr JaFe reports she has not received any paperwork. Clerk to chase Unity Trust bank.</p> <p>f. Minutes of Finance Meeting: Receive minutes of finance meeting and discuss any issues raised.</p> <p>Minutes were sent ahead of meeting to councillors, no issues raised and to be signed at next finance meeting.</p> |
| <p>16.</p> | <p>Any matters to be brought to the attention of the Council and to agree date for next meetings.</p> <p>Next meeting 30th November 2023 – 7pm village hall.</p> |

Chairs Signature:  Date: 

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