

**Minutes of Bures Hamlet Parish Council
Annual General Meeting
Monday 14th May 2018 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, M Welch, A Crowe, M Randall, R. Butler,
Cllr G Jackson (Bures St Mary PC) Cllr J Aries (Parish ROW)
In the Chair: Cllr David Lee
Also Present: Mrs J Wright (Clerk) plus 21 members of the public

1/05/18 ELECTION OF CHAIRMAN

It was resolved that Cllr David Lee be elected as Chairman and the Declaration of Acceptance of Office was duly signed.

2/05/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr W Scattergood (BDC).

3/05/18 CO-OPTION OF MEMBER

It was noted that 2 members had recently resigned and Braintree District Council duly notified. The parish council had been informed that one vacancy should now be filled by co-option with the second vacancy duly advertised under legal requirement. One interest had been received and Mrs C Ellis was duly co-opted and invited to join members at the table. The Declaration of Acceptance of Office was duly signed.

4/05/18 ELECTION OF OTHER OFFICERS

Cllr Welch was nominated as Vice-chairman and he duly accepted.
Cemetery Authority: Chairman: Cllr Lee. Members: Cllr Crowe with 2 vacancies still to be agreed.
Sports Ground Committee: Cllrs Randall, Welch and Butler.
Community Centre Management Group: Cllr Crowe.
Planning Committee: All members.
EALC & BALC: Cllr Lee and the Clerk.
Traffic Management & Transport: Cllr Welch.
Tree Warden: John Evans.
Parish Rights of Way: Jan Aries and the Clerk.

5/05/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
No Register of Interests declared or Dispensation requests put forward.

6/05/18 MINUTES

Minutes of the previous Parish Council Meeting of 19th March 2018, Joint Annual Parish Meeting of 26th March 2018 and Planning Committee Meeting of 28th March 2018 (all previously circulated) were approved and duly signed as correct records.

7/05/18 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 21 members of the public present.

The Chairman gave a statement on behalf of the members in response to requests from the public to explain the Parish Council's response to Application No. 17/02291/OUT Land East of Colchester Road. (See attached).

A full and frank discussion followed between the Chairman, members of the parish council and those members of the public present. Concerns were raised in regard to previous meetings and minutes. The Clerk confirmed that the Parish Council's Standing Orders were in line with NALC. She also explained that the Joint Parish Council website was currently being upgraded and a member of the public kindly offered to assist her with this. The following concerns were raised in regard to the application – infrastructure, school catchment area for the site being Earls Colne, development proposals within future AONB, visual impact of such a large development.

The Chairman thanked all those present for the open discussion and noted that all raised concerns would be taken into account when the parish council deliberated on any further response to the application.

The meeting was suspended for 2 minutes to allow those members of public who so wished to leave.

8/05/18 POLICE

No police representative in attendance as per current force directive. Police information circulated as and when received.

Speed Watch: George Barnham Co-ordinator for the Bures Hamlet Team had regretfully informed the parish council that he would step down from the role on 1st August. Members expressed their gratitude to him for all his past efforts to maintain a team for the parish with continuing dwindling volunteers. Mrs Jan Aries was willing to take over the role but suggested that increased advertising for recruitment of volunteers was urgently needed. Training for volunteers was also a priority. Clerk to follow up.

9/05/18 COUNTY/DISTRICT COUNCILLOR REPORTS

County Councillor Report: No report presented.

District Councillor Report: Cllr Scattergood had sent her apologies but no report was presented. A letter from Cllr Scattergood as Chairman of BDC Planning Committee reference Consultations on planning applications and attendance at Planning Committee had been circulated to all members.

10/05/18 HIGHWAYS

- a) **LHP Requests:** 2 requests still to be actioned. 30mph roundels at Colchester Road and an additional bollard at the Millennium gateway. It was agreed not to action a request for Gateway entrance signs along Colchester Road.
- b) **Anglia Level Crossing Reduction Strategy:** The adjourned Public Inquiry which included pedestrian level crossing E54 was due to be resumed on 25th September 2018. Cllrs Lee and Welch had requested to speak at the inquiry along with Jan Aries as Parish ROW Officer.
- c) **Flooding at Colchester Road and Bridge Street:** Following recent surface flooding which had also brought sewerage spillage, all gullies had been cleared of debris by Highways. Clerk would continue to monitor flooding issues in the parish.
- d) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team.

11/05/18 PLANNING

- a) All applications received and comments made – see attached list.
- b) Application No. 17/02291/OUT – see Chairman's Statement Agenda Item 7.
A Planning Committee meeting to be convened to consider either a further response or a response to supersede that of the 8th April to Braintree District Council owing to the recent change in members.
- c) Granted Application No. 17/00582/OUT – the land had already been sold on to an intermediary to manage until developers Moody Homes were ready to commence the build of 9 dwellings. Land currently being cleared for an ecology survey.
- d) Application No. DC/18/00929 - Babergh District Council Planning Committee meeting scheduled for 23rd May to be held on site at Cuckoo Hill. Both parish councils had been invited to send one representative each to the meeting. BHPC had objected strongly to the retrospective application and unanimously agreed to continue to support BSMPC and its residents in their efforts to ensure correct action is taken by the District Council.
- e) A proposal put forward by Bures Transition Group for use of the open space at Colchester Road as a Community Woodland was discussed. It was agreed that this proposal should be discussed in greater detail following the outcome of planning application 17/02291/OUT. The Clerk had received notification from BDC Head of Projects that an audit of all BDC land holdings had taken place to explore possibilities of development in the district. From the audit findings BDC confirmed it currently had no plans for change of use of the site from open space/agricultural use.
- f) The Clerk informed members of the new BDC Consultee system for planning application responses – noted.

12/05/18 DATA PROTECTION

Date for new Government legislation to come into force is 25th May 2018. Guidance and information being collated by the Clerk and she would liaise with both parish council Chairmen for a joint approach to the new regulations. It had been confirmed by NALC that it was not a legal requirement for parish councils to employ a Data Protection Officer.

13/05/18 JOINT ACTION PLAN/PARISH PLAN

Cllr Gill Jackson gave a brief update on the Group's work to date. A draft Action Plan currently being drawn up with amendments continuing to be made. The final draft of the Action Plan would be presented to the two parish councils for approval and follow up on the actions listed in the Plan. An informative public event to be arranged later in the year. The Chairman thanked all members of the Group.

14/05/18 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- b) **Website:** Clerk advised those present that the website was a priority to ensure it met all legal requirements. No web manager had come forward to date. One member of the public kindly offered to assist the Clerk and this offer was gratefully accepted.
- c) **Bures Station request stop:** Alan Neville of Greater Anglia had expressed his wish to meet with the parish council again to discuss the continuing issues. However he considered that as all signage and posters were now in place and with no further complaints that a follow up meeting was not urgent. Members suggested that there were still issues and a meeting should be arranged as soon as possible.
- d) **Bus shelter restoration:** Restoration now complete. Clerk to add a regular clean and wipe down of the shelter to the contractors list of works.

- e) **Electricity cable undergrounding at Station Hill:** Underground cables installed but still waiting on removal of wooden electricity poles.
- f) **Vacant garage site:** See Agenda item 11 a – Application No. 18/00649/OUT pending for change of use with proposals to erect 2 no. semi-detached dwellings and associated carports. Members had given full support to the application subject to an amended illustrative street scene elevation plan being re-submitted.

At this point the Chairman requested the meeting to continue after the 2 hours as per Parish Council Standing Orders. All members present agreed.

- g) **Assets of Community Value:** Following the classification of the Three Horsehoes as an ACV, it had been suggested that the Eight Bells might also be approached. The Clerk agreed to check if the Landlord had any reservations on this proposal prior to an ACV application.
- h) **Refurbishment of Openreach cabinet:** Clerk to contact Openreach regarding the outstanding painting of the cabinet on the corner of Station Hill.

15/05/18 FINANCE

Business Access A/C balance: £20,167.59

Community A/C balance: £1,897.58 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached. Detailed balances of Christmas Lights Fund and Parish Plan Fund circulated. Monies unspent in the Parish Plan Fund may be considered for use of items listed in the Draft Action Plan.
- b) Bank reconciliation report dated 1st May 2018 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) 2017/18 year end HMRC Clerk's salary and tax duly completed – noted.
- d) 2018-19 National Clerk's salary award implemented from 1st April 2018 as per Employment Briefing E01-18 – noted.
- e) VAT claim 2017/18 submitted to HMRC – noted.

16/05/18 AUDIT MATTERS

- a) Findings of the Review of Effectiveness of the system of internal control held on 4th October 2017 were duly considered and accepted.
- b) 2017/18 Annual Governance Statement was approved by resolution and duly signed.
- c) 2017/18 Annual Accounting Statement was considered, approved by resolution, duly signed and dated.
- d) The following Audit matters were duly approved:
 - 2017/18 Internal Auditor's Report with recommendations duly noted.
 - Appointment of Mrs C Holbrook as Internal Auditor for 2018/19 with fees to remain as per previous year.
 - Internal Audit Review Checklist to be held early October – Cllr Randall, Cllr Crowe, Clerk and Internal Auditor to attend.
 - 2017/18 accounts to be made available for sale at £5 per copy.
 - Insurance – members considered the renewal policy put forward by Brokers BHIB Limited underwritten by Aviva Insurance Limited. The Clerk suggested the policy should include Data Protection cover. The Chairman agreed to read through the policy and give his recommendations for renewal. Members resolved to accept the policy with the Chairman and Clerk's recommendations.

Asset Register.
Financial Regulations.
Standing Orders.
Risk Assessments – amended with Internal Auditor recommendation Risk 1 (B).
Model Publication Scheme.
Complaints Procedure.
Equality Procedure.

17/05/18 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated. Members agreed that it would be prudent to meet with a representative from Clarion Housing who had taken over management of the Cambridge Way social housing from Circle Anglia. Members suggested that the FP at Brook House Lane could be aptly named Phillips Path with perhaps an informative plaque erected. Clerk to follow up.

18/05/18 PHYSICAL RISK ASSESSMENT

Cllr Randall had circulated his report prior to the meeting. The lamp along the Normandie Way footpath not working. Clerk to report to A & J Lighting. Jubilee sign at the Essex Knoll obscured by foliage. Also foliage around Station Hill waste bin needed cutting back. Colne Road grit bin to be topped up before the winter. Bench at Essex Knoll in need of a clean. Clerk to follow up on all items raised.

19/05/18 BURES JOINT SPORTSGROUND COMMITTEE

It was resolved to approve the re-drafted Terms of Reference.

20/05/18 REPORTS

Bures St Mary PC: Next meeting will be Thursday 17th May. Cllr Lee agreed to attend that meeting as representative for BHPC.

Cemetery: Nothing to report since previous meeting. Next meeting 11th June.

Sportsground: Cllr Welch reported the following: Terms of Reference updated which included the Committee taking over responsibility for its own insurance cover from BSMP. Quotations and designs being sought for a new roundabout. A 5 year warranty policy had been agreed with Morpheus Ventures Ltd for the Morpheus X climbing wall.

Community Centre: Nothing to report since previous meeting. Next meeting 16th May.

Rights of Way: Cllr Aires had circulated her report. FP5 and FP8 both needed strimming of nettles. Clerk would follow up with the parish contractor. Several ROW were lacking fingerposts and waymarkers but that nothing was urgent and Cllr Aires to continue to follow up.

Station Adopters: A report had been circulated. New timetable to commence 20th May. The times and request stop remained unaltered. A new Bures sign affixed to the sleeper bed.

Transport: Nothing to report since previous meeting.

Tree Warden: No report.

Bures Primary School: Cllr Fairbairn as Chairman of School Governors had circulated a short report. It was noted that as at April 2018 the school had 210 children on its roll with a capacity for 228 and 60% of the children coming from within the Suffolk and Essex defined catchment area. Sports Day scheduled for 19th June.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. Essex Police regularly monitoring speed at Colchester Road.

Bures Common: Restoration of the barn progressing well. The Annual Public Meeting had been combined with the market on Saturday 12th May. A slide show had been held in the barn along with trustees on hand to answer any questions.

21/05/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None raised.

22/05/18 DATE OF NEXT MEETING

Parish Council Meeting – Monday 16th July 2018 to be held at The Garrad Room,
Bures Community Centre at 7.30pm.

Future dates booked 2018::17th September, 19th November

2019: 14th January

The meeting closed at 10.05pm

Signed:

Chairman

Date:

