

**Minutes of Bures Hamlet Parish Council Meeting
Monday 15th January 2018 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, M Welch, A Crowe, M Randall, D Kennett,
Cllr S Pentney (Bures St Mary PC), Cllr W Scattergood (BDC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 4 members of the public

1/01/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr D Finch (ECC).

2/01/18 CO-OPTION OF COUNCILLORS

A second Casual Vacancy had arisen following the resignation of Cllr Barnham. A letter of thanks for her valued Term of Office to be sent to Cllr Barnham. The vacancy had been duly advertised and BDC had notified the Parish Council that it was now able to proceed with Co-option. There had been 2 written interests. Mark Whiter and Richard Butler were duly co-opted on to the Parish Council and invited to join the table for the meeting. Declarations of Acceptance of Office were duly signed.

3/01/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
None declared.

4/01/18 MINUTES

Minutes of the previous Parish Council Meeting of 20th November 2017 (previously circulated) were approved subject to the following amendment – Item 8 (a) August to read October. The minutes were then duly signed as a correct record.

5/01/18 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 2 members of the public present. No matters were raised.

6/01/18 POLICE

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

Parking issues at Station Hill: At the request of the Clerk, PCSO Endersby had visited the village on a number of occasions to observe the parking issues at Station Hill and Water Lane. He advised members that he would place a notice on any cars parked inconsiderately however as inconsiderate parking was not an offence there was no follow up should the manner of parking persist. Members agreed parking issues should be followed up through the Joint Parish Action Plan.

Speed Watch: George Barnham informed the Parish Council that the Speed Watch Scheme was currently functional again with new members recruited. However he did stress that more members were still urgently needed to operate efficiently. He outlined details of the scheme to the new Councillors. The Chairman duly expressed his thanks to Mr Barnham.

7/01/18 COUNTY/DISTRICT COUNCILLOR REPORTS

County Councillor Report

Cllr Finch had given his apologies for the meeting and therefore no report presented.

District Councillor Report

Cllr Scattergood presented the following report to the meeting:

The BDC Draft Local Plan had been submitted to the Inspector with the first phase of the Inquiry to commence from 16th January looking at the 3 proposed Garden Communities. Cllr Scattergood asked the Chairman for an update on the Public Consultation circulated by Gladman Developments Ltd regarding proposals to develop the land at Colchester Road.

At this point it was agreed to move Item 10 (a) Planning forward on the agenda.

The Chairman advised that Gladman Developments Ltd as agents for the Webber family had been invited to meet informally with the Parish Council in December to outline their proposals. Outline planning permission was to be sought for 98 houses on the Bure 165 site which had previously been withdrawn from the BDC Draft Local Plan. The application would be Policy Compliant on Affordable Housing with a 40% mix of shared Ownership, Affordable and Social Rent. All pre-consultations with Highways and BDC Planning Department had been held. However no planning application had been received to date. The Chairman requested all members to reflect fully on what the Parish Council's response should be to this pending application. Cllr Butler noted on the significant number of responses made in the recent Parish Plan Survey on Housing Needs for Bures. However the survey responses were still currently being collated.

8/01/18 HIGHWAYS

- a) **Anglia Level Crossing Reduction Strategy:** Cllr Lee and Cllr Welch had attended the initial Inquiry Briefing at Chelmsford in August but owing to a failure by Network Rail to fully carry out its statutory obligations the Inquiry had since been adjourned. All parties to be advised of the date of the resumed inquiry in due course.
- b) **ROW 1, 3 & 4:** Cllr Lee apologised that he had not been able to make contact with the ECC ROW Team regarding the matter as agreed at the previous Parish Council meetings. It was noted that the paths had since been closed off with barbed wire by the landowner. Members agreed for Cllr Lee to discuss the matter with ECC before any decision on pursuing the creation of a new footpath around the pits could be made.
- c) **Openreach Cabinet 4:** Although the Parish Council welcomed Faster Broadband in the village it had strongly objected to the location and size of Cabinet 4. ECC confirmed that all other site options had been exhausted. However the Chairman remained concerned that the Parish Council had not been consulted and that BDC as a Consultee had made no response. No amicable agreement had been forthcoming from Openreach but they had agreed to repaint the dilapidated cabinet at the corner of Station Hill. Cabinet 3 scheduled to be installed on the 19th January at the agreed Parsonage Hill location.
- d) **Damaged footpath:** The footpath at Station in need of reinstating following the repair of the damaged brick wall at Station Hill had been reported to ECC Highways.
- e) **Visibility and traffic calming at Colchester Road:** All signage along Colchester Road had been cleared of overhanging vegetation. However there were still continuing issues with visibility from the footpath leading on to Colchester Road. Clerk to apply to the LHP for 30mph roundels and an extra bollard along the verge at the Millennium footpath gate.
The Clerk agreed to request a site meeting with Highways and Cllr Finch to review traffic calming at Colchester Road.

- f) **40mph restrictions at Mount Bures junction:** The Parish Council agreed to investigate the possibility of a reduction in speed restriction from 60mph to 40mph as a way of easing traffic speed entering the 30mph restriction zone at Colchester Road. Clerk to arrange a meeting with Mount Bures Parish Council to follow up on the matter.
- g) **Bank slippage at Colne Road:** ECC Highways had completed extensive work at the location and all satisfactory.
- h) **Gateway entrance signs:** It was agreed to investigate replacing the Colchester Road 30mph sign at Normandie Way with a gateway sign. The Chairman suggested a gateway sign could be placed in front of the existing 30mph sign. Clerk to apply to the LHP.
- i) **Footpath at No. 4 Lamarsh Hill:** The matter still being assessed by ECC Legal Services. Clerk agreed to continue to follow up.

The Clerk agreed to forward all outstanding highway items to Cllr Finch for action.

9/01/18 ITEMS FOR UPDATE AND FOLLOW UP

- a) **Joint Parish Plan:** The Chairman expressed his thanks to all the volunteers working on the Parish Plan project. Responses from the circulated questionnaires currently being collated with a view to presenting a draft Joint Action Plan to both parish councils. A further parish information event to be arranged.
- b) **Joint Emergency Plan:** Cllr Lee, Cllr Jackson and the Clerk had met to review the current Bures Joint Emergency Plan. Several amendments had been agreed and the Clerk to contact Braintree District Council for advice on finalising the Plan for approval by both parish councils.
- c) **Bures Christmas Lights:** The event held on the 1st December had once again been an extremely successful village event. There had only been one incident of damage to a pole along Bridge Street and this had been speedily dealt with by the Team. The Clerk had sent out letters of thanks to the volunteers on behalf of the parish councils.
- d) **Bures Station request stop:** Following the downgrade of Bures Station to a Request Stop from 10th December 2017 the Parish Council had met with Alan Neville, Community Stakeholder Manager for Greater Anglia to discuss the matter. Notes from the meeting circulated. Alan Neville had agreed to investigate all issues raised and to report his findings back to the members. Cllr Duncan agreed to compile a letter to Greater Anglia outlining all issues raised and to request the downgrade to be removed.
- e) **Bus shelter restoration:** The Clerk had obtained advice from the bus shelter manufacturer Littlethorpe. The Parish Council agreed for the Parish Contractor to restore the shelter following receipt of this advice. Work in hand.
- f) **Greenfields Estate Management:** The Clerk had discussed various matters with the Estates Neighbourhood Co-ordinator. A second sensor light at the bungalows would not be installed, however the matter of the disconnected LED light would be investigated. Dog issues at Woolpit Downs had been resolved by the Dog Warden. Various tree and hedging work in hand.
- g) **Electricity cable undergrounding at Station Hill:** Underground cables installed but still waiting on removal of wooden electricity poles.
- h) **Website:** CAS were currently upgrading all OneSuffolk websites. Training sessions being offered to all users. The Clerk agreed to book herself and Cllr Whiter on to one of the sessions.

- i) **Data Protection Legislation:** New Government Legislation due to come into force in May 2018. The Clerk was compiling all documentation currently being received from EALC and NALC. Appointment of a DPO under review. Clerk's and all Councillor's email addresses to be reviewed under the new guidelines. Following misleading information received from independent bodies, Cllr Scattergood agreed to follow up with EALC to ensure all parishes were receiving the best advice from the highest level for correct data processing procedures to be set in place.
- j) **Vacant garage site:** Clerk following up on concerns of youngsters entering the site and causing damage to the building. Cllr Scattergood agreed to discuss the concerns with the BDC Enforcement Officer. The site to be included within the Joint Parish Plan as this would show an evidenced based need to discuss options with the current site owner.

10/01/18 PLANNING

All applications received and comments made – see attached list.

Proposals for development of land at Colchester Road had been discussed at Item 7.

Cllr Scattergood left the meeting at this point.

11/01/18 FINANCE

Finance & Budget Monitoring Report – circulated, noted and attached. Grounds maintenance figure over budget. It was agreed to hold to budget for 2018/19.

Bank reconciliation dated 4th January 2018 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached and duly signed by the Chairman and non-signatory member - Cllr Kennett.

A copy of the current receipts and payments accounts for the Parish Plan and Christmas Lights fund was circulated to all members.

The parish council precept 2018/19 to BDC was agreed and duly signed.

Council Tax Base for 2018/19 - £321.06 – duly noted.

Cllr Randall agreed to replace Cllr Barnham as bank mandate signatory. Clerk to follow up. It was noted that PKF Littlejohn had been appointed as External Auditors for 2017/18.

12/01/18 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached. One item to note – the Clerk had investigated the request for a direction sign to be placed on Station Hill for Ferriers Barn. Members agreed that an option would be to encourage the Emergency Services to allocate Colne Road into their vehicle satellite navigations.

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

13/01/18 PHYSICAL RISK ASSESSMENT

Cllr Crowe had circulated his report prior to the meeting and noted there were no matters requiring immediate attention. The Chairman still to follow up on retrieving the strimmer for storage.

14/01/18 REPORTS

Bures St Mary PC: Cllr Pentney reported: A dispute with Morphus Ventures Limited with regard to the Morphus X project had resulted in all correspondence being referred to SCC Legal for action on behalf of the Parish Council. The matter was nearing agreement between both parties. Speeding along Nayland Road was currently being monitored by Suffolk Police. Cllr Kennett agreed to attend the next BSMPC meeting as representative for BHPC.

Cemetery: Following concerns raised regarding the boundary between the cemetery and the new housing development at Cuckoo Hill, the Chairman had met with the Site Manager. The Site Manager had agreed to attend a site meeting with all members to discuss the matter fully. He had also agreed to install a fence along the sleeper wall line of the boundary. Cllr Whiter agreed to take up the vacant position on the Cemetery Authority.

Sportsground: Cllr Welch reported: Ongoing dispute with Morphus Ventures Limited nearing agreement. Grants from the Big Lottery Fund and the ECC CIF and had been secured for the installation of a disabled swing. All repairs outlined in the annual play equipment inspection being actioned.

Cllr Butler agreed to take up the vacant position on the Sportsground Committee.

Community Centre: Cllr Crowe noted to members he had nothing to report.

Rights of Way: Cllr Aires had circulated her report. Several ROW were lacking fingerposts and waymarkers. All reported. FP21 stile to be reported for repair. Works in progress on FP5 to improve waterlogged sections. Cllr Aires keen to update and reprint the late Stewart Malcolm's Walks Booklets. She was continuing to follow up,

Station Adopters: Circulated report referred to the downgrade of Bures Station to a Request Stop as previously reported at Item 9d on the Agenda.

Transport: Cllr Welch noted to members that he had nothing to report.

Tree Warden: No report.

Bures Primary School: No report.

NHW: Clerk regularly circulating details of local crime. Several burglaries reported. Eggs regularly being stolen from the Cuckoo Hill stall.

Bures Common: Restoration of the barn progressing well. All interior wood work completed plus shutters and doors in place. Monthly markets well supported. Application for Change of Use to be submitted to BDC.

15/01/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Parish Plan Questionnaire Survey results to be an agenda item for next meeting.

16/01/18 DATE OF NEXT MEETING

Parish Council Meeting – Monday 19th March 2018 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: Joint APM 26th March, AGM 14th May, 16th July

Future dates to be agreed for 2018: 17th September, 19th November

2019: 14th January

The meeting closed at 10.00pm

Signed:

Chairman

Date:

