

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 19<sup>th</sup> March 2018 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs D Lee, M Welch, A Crowe, M Randall, D Kennett, R. Butler,  
M. Whiter Cllr J Aries (Bures St Mary PC)  
**In the Chair:** Cllr David Lee

**Also Present:** Mrs C Holbrook and 2 members of the public

**The Chairman welcomed all those present and thanked Mrs Holbrook for offering to minute the meeting in the absence of Mrs Jenny Wright.**

**1/03/18 APOLOGIES FOR ABSENCE**

Apologies received from Mrs Jenny Wright and from Cllr W Scattergood (BDC).

**2/03/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
Cllr Lee declared an interest under Agenda Item 12 in respect of the request for a donation from Bures St Mary PCC.

**3/03/18 MINUTES**

Minutes of the previous Parish Council Meeting of 15<sup>th</sup> January 2018 (previously circulated) were approved and duly signed as a correct record.

**4/03/18 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 2 members of the public present. A question was asked as to whether the Colchester Road Planning Application would be assessed as part of the BDC Local Plan or as a specific planning application. Cllr Lee explained the background to this application, the BDC Call for Sites, the inclusion of this site within the Local Plan and then it's withdrawal due to the implications for the AONB extension project. The current BDC Plan is with the Government Inspector but has stalled as he is looking first at the Garden Communities before other plans. The BDC Plan will not now be looked at until Autumn 2018. With no plan in place, the presumption will be in favour of development but Cllr Lee expected that BDC would bear in mind their previous decision. Any comments on the Scheme should be on the proposal for 98 houses.

**5/03/18 POLICE**

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

**Speed Watch:** Cllr Lee expressed his thanks to George Barnham and the rest of the team for their work on this. The team consists of just three members, Jan Aries, George Barnham and Derek Wolstencroft and Cllr Aries stressed that more members were still urgently needed to operate efficiently. Training will be given and this lasts just one hour.

**Citizens in Policing:** Previously circulated. Noted.

## **6/03/18 COUNTY/DISTRICT COUNCILLOR REPORTS**

**County Councillor Report:** No report presented.

**District Councillor Report:** Cllr Scattergood had sent her apologies but no report was presented.

**Essex County Council Local Service Fund 2018 Grant Application:** Deferred until later in the meeting.

**Essex Highways User Online Survey:** Previously circulated. Cllr Kennett will complete.

## **7/03/18 HIGHWAYS**

- a) **ROW 1, 3 & 4:** Cllr Lee apologised that he had not yet made contact with Jim Bartley of the ECC ROW Team regarding the matter as agreed at the previous Parish Council meetings. He will still try and do this however Cllr Aries suggested that it would make sense to remove the item from the agenda now as the footpaths in question lead nowhere and it would be costly to pursue as the landowner would not be co-operative.
- b) **Openreach Cabinets:** Cabinet 3 is now in place. Cabinet 4 is still as was. No reply has been received on the repainting of the old cabinet on the corner of Station Hill. Faster Broadband should now be available within that part of the village.
- c) **LHP Requests:** Yet to be pursued.
- d) **Pothole at Station Hill:** Cllr Kennett agreed to report (and the one in Bridge Street). He agreed to take responsibility for reporting potholes etc while Jenny Wright is still recovering.
- e) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team.
- f) **Anglia Level Crossing Reduction Strategy:** The date for the previously adjourned inquiry has now been set as 23 to 26 October at the Holiday Inn, Colchester. Cllrs Aries, Lee and Welch to attend if possible. Cllr Welch agreed to advise the relevant department that all three councillors will wish to speak at the inquiry.

## **8/03/18 ITEMS FOR UPDATE AND FOLLOW UP**

- a) **Joint Parish Plan:** The Draft Action Plan had previously been circulated by the Clerk. Cllr Jackson is asking for comments to be sent directly to her with suggestions as to how the action plans can be take forward. The Chairman expressed his thanks to Cllr Jackson and the team for having reached this point.
- b) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- c) **Data Protection Legislation:** Date for new Government legislation to come into force is now 25 May 2018. Guidance and information has recently been received from NALC. Questions still outstanding about the DPO. Further discussion will be needed.
- d) **Website:** The Clerk and Cllr Whiter attended one of the OneSuffolk training sessions. The Clerk has suggested that there should be a Web Manager to implement and maintain the site jointly for both Parish Councils. Cllr Whiter agreed to take on the transfer but suggested that two people ought to be involved. Cllr Lee asked Cllr Welch to bring this up at the BSMPC meeting on Thursday 29 March.
- e) **Bures Station request stop:** Signage regarding the need to request the train to stop has now appeared but the trains appear to be stopping anyway. It was agreed that Alan Neville (Community Stakeholder Manager for Greater Anglia) be asked to return to explain exactly how much time is actually being saved by the request only change.
- f) **Bus shelter restoration:** This has been half done with the remaining work to be done when the weather improves.
- g) **Greenfields Estate Management:** In hand
- h) **Electricity cable undergrounding at Station Hill:** Underground cables installed but still waiting on removal of wooden electricity poles.

- i) **Vacant garage site:** No response yet from Cllr Scattergood regarding her discussion with the BDC Enforcement Officer. A planning application for tree work at no 5 Colchester Road has been approved.
- j) **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.

### 9/03/18 GROUNDS MAINTENANCE CONTRACTS

- a) Cllr Lee recommended that the contract with Nigel Norton be continued as he felt that Nigel had provided excellent service over the past two years. This was agreed. Cllr Lee did consider, however, that too much is perhaps being spent on maintenance and that spending might need to be pulled back next year.
- b) Contractor's Risk Assessments and Insurance Documentation: Cllr Lee has reviewed and found all in order.
- c) BDC and Greenfields Street Cleansing and Grounds Maintenance Contracts: Cllr Lee could not comment as he did not have any further information. To be discussed at next meeting.

### 10/03/18 PLANNING

- a) All applications received and comments made – see attached list.
- b) **Proposals for development of land at Colchester Road:** Comments are required by 4 April 2018. However, Cllr Lee has asked the Clerk to contact BDC to seek an extension to this given the Parish Council meeting dates. (*This request has been granted and the date for Parish Council comments is now 9 April*).  
Cllr Lee thought that the Gladman Land proposal was very thorough. There have been some responses but he expected that there would be more at the Annual Joint Parish Meeting to be held on Monday 26 March. There was much discussion on whether the APM ought to be more widely advertised with parishioners being encouraged to attend and ask questions about the development proposal. Cllr Lee pointed out that the meeting was intended to be a forum for various reports to be given on the year however it is an opportunity for parishioners to ask questions of their Parish Councillors.  
The question of schools was raised and whether children in the proposed development would be accommodated in Essex or Suffolk schools. A member of the public present advised that it would be Essex, the catchment area being Earls Colne. Some councillors expressed concerns about the letter which had been sent anonymously to all households.  
It was agreed that councillors would need to meet again, following the APM, to determine the Council's response to the Planning Proposal. (Meeting date was set as 2pm on Wednesday 28 March in the Committee Room at the Community Centre)
- c) Draft Planning Enforcement Strategy and Process Chart: noted.

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

### 11/03/18 FINANCE

- a) Finance & Budget Monitoring Report: previously circulated. This was noted and agreed. Cllr Lee repeated his earlier comment regarding the possible need to pull back on maintenance spending next year.
- b) Bank reconciliation report dated 13 March 2018 and verifying bank statements: previously circulated. These were noted, agreed, and duly signed by the Chairman and non-signatory member, Cllr Randall.

- c) Bank Mandate Change of Signatory to add Cllr Randall and remove Cllr Barnham: noted.
- d) Notification of Parish Council element of Band D Tax Rate: noted.

### **12/03/18 DONATIONS**

Councillors agreed to donate £200 to Bures PCC to help finance the Parish Magazine given that the latter is used to advertise and report on Council Business. This was proposed by Cllr Crowe and seconded by Cllr Welch. Cllr Lee declared a non-pecuniary interest in this matter.

It was agreed that the remaining £157 should be left in the budget and not used for further donations.

### **13/03/18 GOVERNMENT CONSULTATION DOCUMENTS/LEGAL TOPIC NOTES**

All had been previously circulated and were noted.

### **14/03/18 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

This had been previously circulated. Cllr Lee drew councillors' attention to the Training Calendar which has now been published.

### **15/03/18 PHYSICAL RISK ASSESSMENT**

Cllr Kennett reported that there were no matters requiring immediate attention and that all assets were in place (except for the strimmer which Cllr Lee is still to follow up on). Cllr Kennett will send a copy of his report to the Clerk.

### **16/03/18 BURES JOINT SPORTSGROUND COMMITTEE**

Agreement of Terms of Reference: Carried forward to next meeting.

### **17/03/18 REPORTS**

**Bures St Mary PC:** Next meeting will be 22 March. Cllr Welch agreed to attend that meeting as representative for BHPC.

**Cemetery:** Cllr Lee reported that, as agreed, members met with Mr Dixon regarding the boundary between the cemetery and the new housing development at Cuckoo Hill. He has agreed to install a fence along the sleeper wall line of the boundary.

**Sportsground:** Cllr Welch reported that 40% of the outstanding invoice from Morphus Ventures Limited has been paid and that repairs are now awaited.

**Community Centre:** Cllr Crowe reported that Noah's Ark cannot continue to pay the current rate being charged by the Community Centre. Confidential discussions are continuing.

**Rights of Way:** Cllr Aires had circulated her report. Several ROW were lacking fingerposts and waymarkers but that nothing was urgent and she will continue to follow up.

**Station Adopters:** No further news on the request stop downgrade.

**Transport:** Cllr Welch had attended the Transport Representative Meeting on 12 March. Nothing major to report.

**Tree Warden:** No report.

**Bures Primary School:** No report.

**NHW:** Clerk regularly circulating details of local crime. NHW newsletter had been previously circulated.

**Bures Common:** Restoration of the barn progressing well. Annual Public Meeting will be combined with the market on Saturday 12 May when there will be a slide show in the barn and trustees will be available to answer any questions.

### **18/03/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None raised.

### **19/03/18 DATE OF NEXT MEETING**

Extra Parish Council Meeting: Wednesday 28<sup>th</sup> March 2018 to be held in the Committee Room, Bures Community Centre at 2pm.

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

Future dates to be agreed for 2018: 17<sup>th</sup> September, 19<sup>th</sup> November

2019: 14<sup>th</sup> January

All meetings, other than 28<sup>th</sup> March will take place at 7.30pm

The meeting closed at 10.15pm

Signed:

Chairman

Date:

