

**Minutes of Bures St Mary Parish Council Meeting
Thursday 18th January 2018 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, T Fairbairn, L Alston, J McCrory, A Waring,
S Pentney, J Aries, Martin Randall (BHPC)

In the Chair: Cllr Gill Jackson

Clerk: Mrs Jenny Wright

There was also 1 member of the public present.

1/01/18 APOLOGIES

Apology received from Cllr Ambrose (unwell). Apology accepted by those present.
Apologies also received from Cllr James Finch (SCC) and Cllr Lee Parker (BDC).

2/01/18 CO-OPTION

Following the recent resignation of Cllr Kemball the vacancy had been duly advertised with 2 written interests received. Mrs Saer, who was in attendance informed members that she would be happy for Mrs Sills to be co-opted as her own keen interest lay with the Sportsground Committee. It was agreed the Clerk should contact Mrs Sills to establish confirmation of her written interest and offer her the post as appropriate. The Chairman thanked Mrs Saer for her valued contribution to this important item and would recommend her as a non-voting member on the Joint Sportsground Committee.

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 23rd November 2017 (previously circulated) were duly approved and signed as a correct record.

5/01/18 PUBLIC FORUM

No questions or comments put forward.

6/01/18 POLICE

All police reports and police meeting dates circulated and noted.

Cllr Fairbairn suggested a speed camera warning sign should be installed along the Sudbury Road 30mph section. It was noted that both the Speed Reduction Team and the Safer Neighbourhood Team were regularly visiting the site. For follow up.

Tawneys Ride garages - PCSO Mansell advised members that there had been no further ASB incidents reported at the site since the last meeting.

There had been several incidents of damage reported to the parish council – theft of eggs from the Cuckoo Hill stall, posts removed at the woodland area, litter bin and post ripped off at Clickett Hill layby.

7/01/18 HIGHWAY MATTERS

- a) High Street traffic calming:** SCC Highways preparing a design estimate. No further action to date on the agreed traffic calming measures.
- b) School crossing improvements:** No further action to date but item to be included in the Joint Parish Action Plan. Cllr Fairbairn had kindly placed a note in the school newsletter asking parents and carers to be mindful of inconsiderate parking.
- c) Parking and speeding issues:** Both inconsiderate parking and excessive traffic speed had been highlighted in the Parish Plan survey and would be included in the Joint Parish Action Plan.
- d) The Waldegraves:** Request for the estate to be adopted by SCC referred to Cllr Finch.
- e) Highways online reporting:** The Clerk had reported the worn surfacing at Nayland Road Ref: 00186975 and requested the disabled bay at Church Square to be repainted Ref: 00191088.

8/01/18 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh estate management, open space and play area: Cllr Parker apologised again for the continuing delays on the land transfer and agreed the matter needed to be urgently resolved to enable the Parish Council to proceed with the management of the play area. He had contacted Peter Garratt of BDC Public Realm but still no response to date on the matter. Members to wait on a response before a decision to proceed to install the stored play equipment was made.

- a) Residents Association:** This was now in place. Chris Shakespeare of Ashton Chator Management Group overseeing the general running of the estate. Local contractor Nigel Norton had been employed to do grounds maintenance of the roads and pathways.
- b) Grass maintenance:** Open space currently being maintained by Ashton Chator until adoption by BDC finalised.
- c) Land transfer:** Clerk continuing to follow up with BDC. It was agreed that the Open Space should be managed by BDC. However the Parish Council would consider budgeting for additional grass cuts as necessary. Play area to be under the parish council's remit when land transfer finalised.
- d) Access route and ditch maintenance:** Peter Garrett, BDC Public Realm was in agreement in principle to re-route the access across the ditch with a footbridge approximately half way up in line with the entrance into the play area. Works to be agreed following adoption of the play area.
- e) Play equipment:** Playquip continuing with storage free of charge for the 3 special play equipment pieces from the original agreed order. Remainder of order held on file until release of S106 monies from BDC.
- f) Playarea:** Gate had been repaired and No Dogs Allowed sign installed.

2) Building works at Cuckoo Hill: Cllr Parker advised members that he had not received any further complaints regarding works at the site. The Agent had assured the Clerk that he was attempting to maintain reasonable site working hours.

3) Assets of Community Value: Cllr Jackson had submitted an application for The Three Horseshoes Public House to BDC. A letter had been sent to Mrs Mulcahy outlining the designation process and expressing the parish council's support for her and her business.

4) Joint Emergency Plan: Cllr Lee, Cllr Jackson and the Clerk had met to review the current Bures Emergency Plan. Several amendments had been agreed and the Clerk would contact Braintree District Council for advice on finalising the Plan for approval by both parish councils.

5) Website: Improvements to the current website to be followed up via the Joint Parish Action Plan.

6) Data Protection: New Government Legislation due to come into force in May 2018. The Chairman assured all members that NALC and SALC would give full guidance to parish councils to ensure correct procedures were set in place. Clerk's and all Councillor's email addresses being reviewed under the new Legislation. Appointment of a DPO under review.

7) Grounds maintenance: All works completed as per current parish contract. A new gritter had been purchased jointly by both parish councils.

8) 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.

9) SpeedWatch: Cllr Aries had investigated the criteria for setting up a Community SpeedWatch Scheme. The Constabularies Community Team Officer had suggested meeting with the parish council to discuss the scheme fully. Members agreed that the Team should assess possible sites prior to a meeting with members. If proven suitable sites found then volunteers should be sought to progress a Scheme for the parish.

10) Babergh Electoral Review Draft Recommendations: The Clerk had submitted the parish council's preference to be grouped with Little Cornard and Assington.

9/01/18 JOINT PARISH PLAN

Responses from the circulated questionnaires had been collated. Sub-committee to meet this week to prepare a Joint Parish Action Plan for approval by both parish councils.

10/01/18 PLANNING

All applications received and comments made – see attached list.

A response had been made to the Babergh and Mid Suffolk Joint Local Plan Consultation indicating that the community recognised the need for smaller family homes whilst conserving the village's identity. Also issues on impact of traffic on safety and the environment should be a priority consideration in future development.

11/01/18 FINANCE

Finance & Budget Monitoring Report – circulated, noted and attached.

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

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

Babergh District Council precept request duly approved and signed.

Notification of appointment of PKF Littlejohn as External Auditors 2017/18 noted.

Clerk and Internal Auditor to attend a SALC External Audit Briefing.

12/01/18 CORRESPONDENCE

Notification of Babergh & Mid Suffolk public engagement on the future of Local Government in the two districts – circulated

Notification of Government's intention to defer the setting of referendum principles for Town and Parish Councils for 3 years – circulated

Information on www.roadworks.org national web portal hosting SCC street work data – circulated.

AONB Monthly updates November & December – circulated

Information on Spring Clean Suffolk 2018 - circulated

13/01/18 REPORTS

Assets Report: Cllr Fairbairn's report had been circulated. All assets checked with the following for action: 3 grit bins required refilling. Laurels needed cutting back around the street lamp at St Edmunds Lane. One bollard lamp at Eves Orchard not fully lit. Clerk to follow up all items raised.

Bures Hamlet PC: Cllr Randall reported: 2 new Councillors had been co-opted onto the parish council – Mark Whiter and Richard Butler. Application for 98 houses at Land at Colchester Road pending. ECC LHP request being submitted for further traffic calming measures at Colchester Road. Openreach Cabinet 3 installed at Parsonage Hill. Speedwatch Scheme had gained more volunteers. Greater Anglia had downgraded Bures Station to a request stop service. The parish council had raised its concerns with GA.

Cemetery: Cllr Aries reported: Members to meet the Site Manager of the housing development at Cuckoo Hill to discuss their concerns regarding the boundary between the cemetery and the site. Still waiting on Suffolk Tree Services to carry out the Picus Test on the Cedar and Sequioa at the top of the main driveway.

Sportsground: Cllr Jackson reported: Disabled swing plus a circular bench with wheelchair accessibility both installed. Litigation still ongoing with Morphus Ventures with a settlement nearing conclusion. All repairs outlined in the annual play equipment inspection being actioned. Damaged skateboard ramp sign to be replaced.

Community Centre: Cllr McCrory reported: Minutes of previous meeting had been circulated. Soundproofing remains an issue. The 40 year old boiler was in urgent need of replacement and grants being investigated. Cllr McCrory noted that the parish councils may also be approached for financial support. The issue of the front area stones treading into the hall being followed up. The bollards had been repaired as a matter of H & S.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. All damaged waymarkers and finger posts on FP 1, 9 and 11 reported and SCC work orders in hand. Signage still required beyond Slough Hall on FP1. Still waiting on repair of waymarker at kissing gate on FP11. Cllr Aries suggested that a kissing gate should be installed at Gazely Gate. To be followed up.

Transport: Station Adopters report circulated. Bures Station had been downgraded to a request stop. Members of both parish councils had met with Greater Anglia and raised various concerns on the matter. A follow up meeting to be held.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. He thanked all those who had cleared tree debris after the recent gales. Dedham Vale and Stour Valley were advertising for tree planting volunteers. The Tree Warden was also keen to recruit more local volunteers to maintain the Woodland area in the parish. He noted that contrary to the signage which had since been removed dogs were most welcome in the Woodland area.

SALC: New representative needed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

Primary School: Cllr Fairbairn reported: A SIAMS inspection by the Church of England due shortly. The primary school was also due for an Ofsted Inspection as its last inspection had been held in 2007. Cllr Fairbairn following up with District Cllr Parker regarding use of land at garages to the rear of the school.

Bures Common: Cllr Alston reported: Annual meeting of the Trust pending. Restoration of the barn progressing well. External repairs completed. Markets extremely well attended. Next Market scheduled for second Saturday in March.

14/01/18 ANY OTHER BUSINESS – items to note and for the next agenda

Cllr McCrory to follow up with Alzheimer's UK regarding a stall at the Bures Markets during the year to promote their charity. Members discussed various suggestions for a choice of Speaker at the Joint APM on 26th March. Clerk to follow up with BHPC for further suggestions before any decision made.

15/01/18 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 22nd March 2018 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: Joint APM 26th March, AGM 17th May, 19th July.

The meeting closed at 9.30pm

Signed:

Chairman

Date

