

**Minutes of Bures St Mary Parish Council  
Annual General Meeting  
Thursday 17<sup>th</sup> May 2018 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, T Fairbairn, J McCrory, D Ambrose, T Saer,  
S Pentney, J Aries, D Lee (BHPC), M Welch (BHPC), L Parker (BDC)

**In the Chair:** Cllr Gill Jackson

**Also Present:** Mrs Jenny Wright (Clerk) plus 2 members of the public.

**1/05/18 ELECTION OF CHAIRMAN**

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

**2/05/18 APOLOGIES**

Apologies received from Cllr A Waring (Scout AGM) and Cllr L Alston (work commitment).  
Apologies accepted by those present.  
Apologies also received from Cllr James Finch (SCC).

**3/05/18 ELECTION OF OTHER OFFICERS**

The Chairman asked if all Officers wished to remain in their posts as previous year. This was agreed.

Vice Chairman: Cllr Jan Aries.

Cemetery Authority: Cllrs Alston, McCrory and Aries.

Sportsground Committee: Chairman: Cllr Jackson. Members: Cllrs Ambrose, Saer and Pentney.

Community Centre: Cllr McCrory.

SALC: Vacancy.

Tree Warden: Mr Ken Jackson.

Parish Rights of Way: Cllr Aries.

First Aid Officer: Cllr McCrory.

Planning Committee: All members.

Other Responsibilities:

Highway and Parking: Cllr Ambrose

Health matters: Cllr McCrory.

Legal: Chairman and Clerk.

Primary School: Cllr Fairbairn.

Community matters: Cllr Waring.

Emergency Co-ordinator: Clerk

**4/05/18 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.

## **5/05/18 MINUTES**

Minutes of the previous Parish Council Meeting of 22<sup>nd</sup> March 2018 and Joint Annual Parish Meeting of 26<sup>th</sup> March 2018 (both previously circulated) were duly approved and signed as correct records.

## **6/05/18 PUBLIC FORUM**

Clare Frewin gave a short update on her continuing concerns regarding the Cuckoo Hill development to the rear of her property and the retrospective planning application still awaiting a decision by BDC. Cllr Parker briefed all those present on the legalities of the pending BDC Planning Committee meeting to be held on 23<sup>rd</sup> May at Cuckoo Hill. A letter highlighting concerns regarding the retrospective application had been sent from the parish council to planning officers at BDC but the response received had not indicated a satisfactory answer to the concerns raised.

**At this point the Chairman asked for Agenda Item 10b to be brought forward and discussed. Agreed.**

## **10/05/18 PLANNING – Application No. DC/18/00929 Cuckoo Hill development**

The Chairman again reported on the letter sent to the BDC Planning Corporate Manager and his Officers. She was happy to attend as the parish council representative at the pending site meeting but agreed for either Cllr Alston or Cllr Fairbairn to attend in her place if necessary. Possibility of the need for a Judicial Review was discussed and would be investigated. The Chairman thanked Cllr Parker for his continuing support on this hugely important matter for the parish and its residents.

## **7/05/18 POLICE**

All police reports and police meeting dates circulated and noted.

The Clerk noted on the suggestion from the Chief Constable of Suffolk for all Parish Clerks to be messaged with vital or important updates directly via the Police Connect system. This would be in the form of a separate messaging group. The Clerk had responded initially with her interest and would keep members informed.

It was noted that the Police 'Speed Check Area' signs were not available for Suffolk.

## **8/05/18 HIGHWAY MATTERS**

Cllr James Finch (SCC) had circulated his report prior to the meeting.

The following matters are due to be covered under the Parish Action Plan:

- a) Speeding and parking issues in the village
- b) High Street traffic calming – a design had been drawn up but still to be processed by SCC Highways.
- c) Improvements to school crossing point – SCC had drawn up proposals which are to be discussed with the Head Teacher before being presented to the parish council for approval.

Other Highway matters:

- a) The Waldegraves - Cllr Finch reported that he had written to the SCC Highway Development Manager regarding the adoption status of the Waldegraves to obtain the formal position expressed by the developer to the Development Team.

- b) Potholes at St Edmunds Lane – either marked for repair or repaired.
- c) Action on reported logged Highway issues – Ref: 00186975 worn pavement at Nayland Road had been closed with no action. Ref: 00191088 repaint of disabled bay at Church Square to be actioned. Ref: 00207834 hedging at Sudbury Road awaiting report.
- d) Repair of leaning and damaged signs: The bend warning sign along the Sudbury Road had been reported Ref: 00207836 but no action to date. The parish contractor advised that he was happy to straighten leaning signs but did not feel qualified to repair damaged road signs.
- e) SCC Community Self Help Scheme – the Clerk had completed the online survey and confirmed the parish council's interest in the scheme if contributions to any cost of additional highway works taken on by the parish are to be made.

## **9/05/18 MATTERS ARISING FROM PREVIOUS MINUTES**

### **1) Pikes Marsh estate management, open space and play area:**

- a) Land transfer: Peter Garrett, BDC Public Realm confirmed that the final stages of adoption had been reached. The members had previously agreed that the parish council would only take over responsibility for the play area. A license to be drawn up for approval by the parish council.
- b) Access route and ditch maintenance: Peter Garrett, BDC Public Realm agreed 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 arranged following adoption of the play area. The Clerk to report that the ditch needed clearing of debris.
- c) Play area: Parish Council still waiting on release of S106 contribution. The members considered all risks but unanimously agreed to proceed with installation of the stored play equipment. Clerk to contact Playquip. It was also agreed that the Sportsground Committee should consider at its next meeting to take over management of the play area and responsibility of insuring the equipment.

**2) 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 to contact Braintree District Council for advice on finalising the Plan for approval by both parish councils.

**3) Website:** Clerk advised those present that the website was a priority to ensure it met all legal requirements. No web manager had come forward however Charlotte Scott was happy to assist the Clerk. This offer was duly accepted. The Chairman suggested changing to a Word Press site. Matter to be discussed at the next meeting.

**4) Suffolk SpeedWatch:** Cllr Aries had investigated the criteria for setting up a Community SpeedWatch Team for the Suffolk side of the village. The Essex side currently had a Team monitoring the approved Colchester Road site. A request for the Police Speed Reduction Team to assess possible sites prior to a meeting with members was still being processed. Suggestion of a Parish Joint Team discussed. Advertising to be followed up to gain interest from volunteers.

**5) Babergh Electoral Review Draft Recommendations:** The Clerk had submitted the parish council's preference to be grouped with Little Cornard and Assington. Consultation ended on 30<sup>th</sup> April and recommendations due early August. Wards to be reduced from 43 to 31.

**6) Parish contractor works:** Works list circulated to members. All waste and dog waste bins had been cleaned. Open space at Beaumont Close included in the grass cut regime as previously agreed. Clerk to check with contractor to ensure he wears a Hi-vis jacket. Updated insurance certificate held on file. Claypits Avenue area needed clearing of weeds. Clerk to follow up on matters raised.

**7) Parking of truck:** Cllr Parker had followed up on the complaint on behalf of the parish council. He reported this to be a Civil Matter.

### **10/05/18 PLANNING**

All applications received and comments made – see attached list.

**DC/18/01781** Speedwell House, High Street – it was agreed to respond with no objections but to note on the positioning of the roof lights in regard to the neighbouring property. Cllr Parker agreed to investigate the criteria for solar panels.

**18/00649/OUT** Former garage site, Colchester Road, Bures Hamlet: The Chairman requested that members should consider a response to this application as a neighbouring parish to the site. Members gave a majority view against the proposed change of use. One Councillor expressed his concern that if this view was upheld that it may lead to the site remaining derelict. It was resolved to object to the application and to suggest the site should remain as mixed use with parking facilities.

**Community Infrastructure Levy:** Information on the CIL had been circulated to all members. The CIL Expenditure Framework, Communication Strategy and Timeline for implementation had been approved by BDC in April. Bids were now invited from parish councils. Cllr Parker confirmed that there were no CIL payments available from recent developments in the parish but the parish council could bid directly from the CIL Fund. Clerk to check if CIL monies could be used for joint Bures projects and for what types of projects it could be used for.

**Babergh & Mid Suffolk Joint Local Plan:** To be finalised by the end of 2019.

The Clerk noted that she had subscribed to the BDC Notification of Committee items.

### **11/05/18 DATA PROTECTION**

Date for new Government legislation to come into force is 25<sup>th</sup> 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.

### **12/05/18 JOINT PARISH PLAN**

Responses from the circulated questionnaires had been collated. Sub-committee preparing a Joint Parish Action Plan for approval by both parish councils. A draft should be ready to present to members at the July meeting. A Parish Investment Infrastructure Plan (PIIP) should be included within the Action Plan. Cllrs Jackson and Ambrose had attended a meeting lead by James Cartlidge MP on the importance of constructing Neighbourhood Plans. It had highlighted the district wide concern of the high level of speculative planning applications, although being rejected by BDC were found to be more likely granted permission on appeal under the NPPF.

### **13/05/18 FINANCE**

Business Access A/C balance: £9,245.59

Community A/C balance: £14,196.35 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 11<sup>th</sup> 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 1<sup>st</sup> April 2018 as per Employment Briefing E01-18 – noted.
- e) It was resolved to bring the Clerk's hours worked in line to 10 hours per week.
- f) It was resolved to authorise the following 3 annual Standing Order payments:  
RST subscription £20, Colne Stour Countryside subscription £5 and Bures Community Centre nominal rent 5p.
- g) VAT claim 2018/18 submitted to HMRC – noted.
- h) PWLB Balance outstanding circulated – noted.
- i) CAS membership 2018/19 renewed – noted.

### **14/05/18 AUDIT MATTERS**

- a) Findings of the Review of Effectiveness of the system of internal control held on 4<sup>th</sup> 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 McCrory, Cllr Saer, Clerk and Internal Auditor to attend.  
2017/18 accounts to be made available for sale at £5 per copy.  
Asset Register.  
Financial Regulations.  
Standing Orders.  
Risk Assessments – amended with Internal Auditor recommendation Risk 1 (B).  
Model Publication Scheme.  
Complaints Procedure.  
Equality Procedure.

Cllr Fairbairn suggested the Clerk should contact BDC to request the Council Tax Bases 2019/20 be made available prior to the parish council budget setting meeting in November. Cllr Fairbairn questioned the process on Motions in the Standing Orders. The Chairman had previously clarified this and stated that the matter was now closed.

### **15/05/18 CORRESPONDENCE**

All the following correspondence had been circulated for information and any follow up:  
HM Government Consultation: Powers for dealing with unauthorised development and encampments – response sent 16/04/18

Letter from BDC and Mid Suffolk DC's Leaders to update on Merger Process

Alternative Visitor Information Services Workshops  
Delivering a Vision for Prosperity in Sudbury Engagement Analysis  
Details of Suffolk Walking Festival 2018  
AONB updates March and April  
Stour Valley Marathon 3<sup>rd</sup> June  
Colchester Mayor's Charity Walk 9<sup>th</sup> June  
To note thank you donation letters received from:  
Bures School PSA, Kernos Centre, AONB, SARS, St Mary PCC

### **16/05/18 BURES JOINT SPORTSGROUND COMMITTEE**

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

### **17/05/18 REPORTS**

**Assets Report:** Cllr Saer gave the following report. The street light at Tawneys Ride just before the track was still an old style lamp and had not been upgraded. Clerk to check with SCC. The waste bin at Magpie Cottage, Bridge Street needed renewing. Chairman suggested looking at sponsorship of cost.

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

**Bures Hamlet PC:** Cllr Lee reported: A response had been submitted in regard to Application No. 17/02291/OUT Land East of Colchester Road. However at the last parish council meeting it had been agreed to hold a Planning Committee meeting on 4<sup>th</sup> June to consider either a further response or a response to supersede that of the 8<sup>th</sup> April owing to the recent change in members. The Network Rail Crossing inquiry had been re-opened and would recommence again on the 25<sup>th</sup> September. Cllrs Lee and Welch along with Cllr Aries, Parish ROW Officer to attend.

**Cemetery:** Cllr Aries reported: Members had met with the Site Manager of the housing development at Cuckoo Hill to discuss their concerns regarding the boundary between the cemetery and the site. A timber fence agreed to be erected. Picus Test on the Cedar and Sequioa at the top of the main driveway in hand. Next meeting 11<sup>th</sup> June.

**Sportsground:** Cllr Jackson reported: Terms of Reference updated which included the Committee taking over responsibility for its own insurance cover from BSMPC. Quotations and designs being sought for a new roundabout. Still further issues with damage to the Morphus X. A 5 year warranty policy had been agreed with Morphus Ventures Ltd.

**Community Centre:** Cllr McCrory reported: Lengthy discussions had been held with Noah's Ark for an amicable agreement to allow the group to continue operating from the building with some groups having to make adjustments to their bookings. Soundproofing still being investigated. Boiler now broken and quotations being sought. Increase in booking fees. Current Chairman to stand down at the AGM.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting. All damaged waymarkers and finger posts had been reported and SCC work orders in hand. Signage still required beyond Slough Hall on FP1. SCC considering erecting a boardwalk at FP2. Parish contractor to trim the access bank on FP3. Robert Chambers to trim nettles from Sudbury Road to the cemetery gate.

**Transport:** Station Adopters report circulated. A follow up meeting with Greater Anglia to be held as the request stop situation for the station remained unaltered. Chambers had revamped its bus timetable and some services were now running half hourly through Bures.

**Tree Warden:** Nothing to report.

**SALC:** New representative needed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members. Cllr Aries and the Clerk to attend a training session on agendas and minutes in June.

**Primary School:** Cllr Fairbairn had circulated his report. A SIAMS inspection by the Church of England pending. The primary school was also due for an Ofsted Inspection as its last inspection had been held in 2007. A full events calendar in hand. Year 6 to hold a school play at the Quay Theatre. Sports Day scheduled for 19<sup>th</sup> June. Newsletters available online at [www.bures.suffolk.sch.uk](http://www.bures.suffolk.sch.uk)

**Bures Common:** Cllr Jackson reported: The Annual Public Meeting of the Trust had been combined with the market on the 12<sup>th</sup> May. A slide show had been held in the barn along with Trustees on hand to answer any questions. A barbecue had been held to thank all volunteers involved in the restoration of the barn.

#### **18/05/18 ANY OTHER BUSINESS – items to note and for the next agenda**

It was noted that representatives of the parish council along with members of the public could attend the BDC Planning Committee meeting scheduled to be held at Endeavour House in July. Members to consider who would be willing to attend.

#### **19/05/18 DATES FOR FUTURE MEETINGS**

Date of next meeting: Thursday 19<sup>th</sup> July 2018 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 20<sup>th</sup> September 2018, 22<sup>nd</sup> November 2018, 17<sup>th</sup> January 2019.  
The meeting closed at 9.50pm.

Signed:

Chairman

Date

