

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 24<sup>th</sup> September 2026  
At Bures Community Centre at 7.30pm**

**Present:** Cllrs J Aries, G Jackson, S Jones, J McCrory, O Giles, L Norton, T Fairbairn, I Reece (BDC), P Faircloth-Mutton (SCC)

Chair: J Aries

Clerk: R. Everitt

**01.09.26 Apologies for Absence –**

None received.

**02.09.26 Declarations of Interests & Dispensation Requests –**

No 'Pecuniary' or 'Non-Pecuniary' Interests or Dispensation requests received.

**03.09.26 Minutes** - Minutes of the Extended Public Forum and the Parish Council Meeting of 16<sup>th</sup> July 2026 were approved and signed as a correct record (previously circulated).

**04.09.26 Co-option of new members** – The two Cllr vacancies remain unfilled, with no more expressions of interest received. Members considered an informal suggestion regarding the feasibility of amalgamating with BH Parish Council. It was noted that whilst such an arrangement might offer access to funding streams from two separate counties, the cross-county boundary would present some complexities. Members further observed that recruitment challenges are compounded by the voluntary nature of the office, noting that the role carries considerable statutory responsibilities and public scrutiny with no financial remuneration, allowances, or material benefits.

**05.09.26 Public Forum**

**County Cllr, Phillip Faircloth-Mutton**

Cllr PFM arrived 20:26

PFM reported on his attendance at the recent cricket pavilion funding meeting, confirming his ongoing support. He advised that community engagement undertaken during his recent election campaign demonstrated strong local backing, with approximately three-quarters of residents consulted identifying the pavilion as an essential community asset. PFM further reported that he had facilitated introductions between the Cricket Club and relevant potential funding partners.

PFM reported on the disruptions affecting the local school bus service. It was advised that the matter has been escalated to the relevant Cabinet Member.

Mayor elections – Norfolk CCC and Suffolk CC have established a deal and additional details will be released in October. It is possible that the elections could come forward from 2028 to 2027.

PFM left 21:12.

**District Cllr, Isabelle Reece** - previously circulated report which is available on the website.

Members raised concerns regarding the recent closure of the swimming facilities at the Kingfisher Leisure Centre, noting frustration that Babergh District Council had reportedly been aware of the facility's limited lifespan and structural issues well in advance of the extended shutdown for roof repairs. It was reported that James Cartlidge MP had formally written to Babergh District Council seeking clarification, and that the District Council have prepared a formal response to address these representations. Members further queried whether local schools would be offered reimbursement or financial assistance to offset the increased transport costs incurred in travelling to alternative swimming pools. It was agreed that IR would investigate the matter and report back to the Council.

**Bures Hamlet Parish Council** - Nothing to report currently.

#### **06.09.26. Police**

- a) To report on matters raised with Suffolk and Essex Community Policing Teams
- ASB issues/ Extraordinary Meeting 16<sup>th</sup> July follow up
    - Damage to waiting room on Station 29<sup>th</sup> July. Clerk Bures Hamlet has a contact now for British Transport Police. [kai.hearn@btp.police.uk](mailto:kai.hearn@btp.police.uk) and [hannah.youngs@btp.police.uk](mailto:hannah.youngs@btp.police.uk)
    - Greater Anglia unable to provide CCTV footage as it had not been retained.
  - CCTV quotation West Suffolk Council
    - Installation costs: £21,780 + VAT (Pole £14,946 Main building £6784) Annual ongoing costs: £6250 + VAT
    - 3-year contract

West Suffolk Council (under police recommendation) provided a revised quote omitting five cameras from the Community Centre site. The installation cost is revised to £18,215, with an ongoing revenue commitment of £4,000 per annum for active monitoring. Notification was received that the Council's grant application to the Enover Community Trust had been rejected. Several Members questioned the operational return on investment, emphasising that CCTV systems offer limited crime prevention and may not secure prosecution. As a potential alternative, Members discussed the commissioning private security personnel on a targeted basis to provide high-visibility patrols during identified peak periods and seasonal busy times.

Annual revenue costs would require shared funding between BH and BSM Parish Councils proportionate to their respective tax bases. The Sportsground Committee has £500 in their budget for security and is willing to commit the rent from White Gold to ongoing costs. Cllr IR will find out how much the precept can be raised by. It was noted that ongoing monitoring costs may require an increase in the local precept and as only 39 members of the public attended the Extended Public Forum, the wider public need to be notified. An information briefing pack detailing total expenditure, recurrent monitoring charges, funding alternatives, and specific precept impacts will be created and added to the website, noticeboards etc. The Council must not enter long-term contractual or revenue obligations without confirmed budgetary provision and secure funding streams. It was highlighted that accommodating additional costs could require adjustments which could include less grass cutting or waste collection. The Football Club are obtaining a quote to install their own CCTV and will report back to the Council.

IR left 20:40.

#### **07.09.26. Highway Matters**

a) Parental School Crossing request, Nayland Road.

PFM reported on prospective funding avenues for a school pedestrian crossing via the Active Travel programme, designed to facilitate and encourage pedestrian movement within the parish. It was noted that a crossing will cost approximately £100,000, only a partial contribution would be obtainable from the Active Travel fund, necessitating alternative external financing such as an application to the Enover Community Trust. PFM will organise a speed survey at a cost of £400, to be funded via the BSM CIL money. Upon analysis of the resulting data, the Highway Officer will undertake a site inspection to advise on appropriate mitigation measures.

A Member raised the feasibility of painting the pedestrian guard railings yellow to enhance visibility; it was agreed that further research be undertaken regarding statutory compliance and the appropriateness of coloured street furniture within the designated Conservation Area.

b) Alleyway from Eves Orchard/Pikes Marsh to Nayland Road request for dropped kerb - **Refused by SCC Highways**

c) Bures Primary School – disabled access to rear of school off Claypits Avenue PRow. Repaired 06/08/2026.

d) Grit bins for Arger Fen request Ref: 551114/ 552341.

Members were advised that the ongoing application for new grit bins had been rejected by the local highway authority and would not proceed in its current form, though the submission of a revised application remains open to the Council. PFM indicated a willingness to allocate funds toward the initial capital procurement of the bins, excluding ongoing maintenance or replenishment costs. Members raised procedural concerns regarding this restriction, noting that the Council's original submission had committed to fully funding the scheme, whereas Suffolk Highways had apparently acted under an alternative understanding. It was agreed that Cllr OG would meet on-site with the local Highway Officer to agree upon three suitable locations. RE will provide OG's contact details to Councillor PFM to facilitate the site visit.

e) St Edmunds Lane – potholes reported on Suffolk reporting tool 04/11/2025 Ref: 37007

The deteriorating tarmac outside Pilgrim's Rest has been repaired 13/08/2026 but the spring (as originally suggested by SCC Highways) has not been diverted (Ref 71131)

The Chair drew attention to the deteriorating condition of St Edmunds Lane, reporting that previous patch repairs are breaking up, highway verges are eroding, and soil and organic matter are accumulating along the central carriageway. It was noted that the route is increasingly used as a shortcut. The Chair confirmed that the carriageway and verge defects have been formally logged via the Suffolk Highways reporting portal under reference 37007. Members were advised that the local Highway Officer will undertake a site inspection of St Edmunds Lane when she visits the school.

f) ANPR/Speeding B1508 – Recent ANPR survey 03.09.26 -10.09.26 showed that the majority of motorists entering the village on the B1508 are travelling under 40mph.

Application form completed for a second Highways pole to monitor Sudbury - bound traffic for SID/ANPR. The Chair followed up on the pending authorisation required for the installation. PFM will locate the email and approve. Little Cornard Parish Council reported black paint sprayed on their SID on the B1508 -11.09.2026

g) Anglian Water, Open Reach and National Grid - Road closures update

Concerns raised ahead of closures with SCC PFM, Cabinet Minister for Transport and Highways Christopher Hudson, and James Cartlidge MP.

B1508 St Edmunds Hill- 14<sup>th</sup> – 25<sup>th</sup> September 09.30- 14.30

C733 Assington Road 19<sup>th</sup>-20<sup>th</sup> September 09.30- 14.30

Henny Road 10<sup>th</sup> August- 25<sup>th</sup> September 15.33-23.59 (Causeway one. Network information)

h) 30mph sign End Croft by entrance to Scout Building Lane damaged. Reported Ref: 78943 05/09/26

#### **08.09.26. Bramford to Twinstead Reinforcement**

- a) Suggestions for National Grid Community Benefit grant bid - CCTV E.O.I. submitted.  
They have requested three competitive quotations to satisfy procurement criteria; however, the Chair has challenged this requirement due to the supplier being a local authority provider. The query has been logged with the helpline.
- b) Little Cornard Parish Council – Report on Oak trees  
The trees on the site remain in situ however, the precise construction programme for the installation of the vehicular access road remains unconfirmed.

#### **09.09.26 Matters arising which do not appear elsewhere on the agenda**

- a) Bus shelter - update  
Littlethorpe have approval from Konect Buses to carry out repairs. The shelter has been hit a second time by an unidentified tall vehicle, breaking off a section of wood from the canopy. Subject to Highways permit approval, the bus shelter should be removed on 2nd October and taken back to Littlethorpe Ltd for repair.
- b) Cricket Pavilion - update. See Planning Appendix  
The estimated cost to rebuild the cricket pavilion is £417,000 with additional costs. IR will ask if the Cricket Club have a cheaper alternative, possibly building the core building then adding storage at a later date. They have received £90,000 from insurance and have several thousands in donations. Enover have been approached for funding, but they will not engage until they have planning permission. The Parish Council needs to respond by 2<sup>nd</sup> October. The chair drafted a response. Members asked conditions to be that the preferred route for construction vehicles to use the carpark to avoid damage to the Sportsground. An alternative route has been offered through the bottom of the field through Bevills land. Another condition, that any damage that is done needs to be repaired and to limit movements to avoid school times. Chair will redraft the response and circulate.
- c) EV Suffolk Plug-in application  
Currently negotiation between BMDC and Beliv. Claypits have been approved by all internal stakeholders and the title queries for the site are complete. This means it will be in the first batch of lease sites to be put through. No timescale currently.
- d) Joint Parish Council Magazine and bi-monthly snippets October 9th deadline for November issue.  
Members queried whether the Locality Budget funding could be allocated to support the ongoing publication costs of the village magazine if a voluntary editor cannot be appointed. IR agreed to review the relevant Locality funding criteria and determine whether such expenditure is permissible, and to report back to the Council.
- f) Local Government Reorganisation  
It was formally noted that the Government has withdrawn—rather than paused—the statutory decision to establish three unitary authorities across Suffolk. Consequently, the two-tier local government structure remains in place for the foreseeable future, and ordinary district elections for Babergh District Council will proceed on existing ward boundaries on 6th May 2027, running concurrently with the scheduled quadrennial Parish Council elections.
- g) Post Office – now fully operational at Central Stores.
- h) Community First Aid Training/First Responder Recruitment - Statements to be added to the Parish Council website giving the locations of the defibrillators in the village. Offer of free public

information about location and use of defibrillators from Community Outreach Brity. There are two dates for CPR training in Bures and posters are up. Statement to be added to council website.

- i) Better Recycling for Suffolk – now fully operational.
- j) Dog fouling Friends Field greensward- resident complaint  
Waiting for Atlas to provide a sign.
- k) Temporary removal of collection point for small electrical items from car park  
Restored to car park.
- l) Parish Contractors works list - Circulated (BPAP 2iv)  
The grass is starting to grow in Pikes Marsh so JPB will be advised.
- m) Bures Station- to be closed for platform repairs 21.11.2026 from midnight until 23.11.2026 04.00.
- n) Rural Community Council of Essex- to consider the RCCE's invitation to take part in the Community Led Environment Action initiative. (BPAP2i) - Members agreed.
- o) Proposed Accord - Dedham Vale National Landscape and Stour Valley Partnership with Parish Councils - for discussion (Proposal previously circulated) - Members agreed.
- p) Community Emergency Planning – Film 'People's Emergency Briefing' available for showing in local communities. Nebriefing.org/the-film to raise public awareness. (Cllr Deborah Saw's Emergency Planning letter circulated) film currently being shown across the country to alert people to climate change. Communities are being encouraged to show the 50 minute film. The film will be shown at St Andrew's Church Earls Colne on 7th October at 6.30pm. No booking required.

OG left 21:03.

### 10.09.26 Planning

- a) To report on applications received and any decisions made since the previous planning committee meeting – See Planning Appendix  
DC/26/03662 - Erection of replacement Cricket Pavilion - members support the application and will recommend conditions regarding vehicular access to the site.  
Babergh has agreed an extension for comment by 2nd October 2026.  
DC/26/04036 - Fox Hall, The Croft: Application for works to tree(s) in a conservation area - Referred to Tree Warden for guidance.  
Comment by 8th October 2026  
DC/26/02876 - Angel House, High Street: Proposed single storey side extension, internal alterations and inglenook fireplace reinstatement. Members seeking advice as this is a Listed property  
Comment by 12th October 2026
- b) To note the response submitted to any applications received since the previous meeting:  
See Planning Appendix
- c) To report and follow up as required:
  - Chambers Bus Depot/Knowle House  
There are some minor works underway at the Chambers building. Once the roof works are done then the scaffolding will come down. The first main task will then be demolition works. This is likely to be starting in about two months' time. The demolition works are fairly complex and will involve the careful removal of the asbestos roof sheets. The main depot doors will be temporarily removed.
  - Greenacres, Packards Lane, Wormingford Colchester Borough (Ref:251634 – no decision
  - Land East of Colchester Road – 26/00470 Braintree D.C. - **Dismissed**

### **11.09.26 Finance Matters**

- a) Finance & Budget monitoring report – circulated and noted the increase in expenditure with clerk training and will be moving onto contract.
- b) Bank reconciliation report and verifying bank statements – Signed as correct record
- c) Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority-circulated - noted.
- d) To reconsider allocation of CIL monies  
Agreed to use for traffic survey - £400.
- e) To discuss the training/contract of the Parish Clerk/RFO - Agreed commencement of Parish Clerk's contract on 1st November 2026.
- f) To approve continuation of Mrs Jenny Wright as locum RFO – Agreed.
- g) Quay Theatre request for donation - to be considered in March 2027

### **12.09.26 Audit**

- a) Matters to agree and approve:
  - i) To note Internal Audit Review scheduled for 5<sup>th</sup> October via Zoom JA/JMcC/RE Date for Internal Review Checklist -
  - ii) PKF Littlejohn Audit review - PKF has asked for clarification on Christmas Lights purchases, Locum Clerk payments, SID Batteries purchase, Bleed Kit purchase. Queries all answered.  
Approved AGAR papers received. To be displayed in noticeboard.
  - iii) Hiscox Insurance AJG Community Schemes Insurance due for renewal – Premium to be agreed due 1<sup>st</sup> October 2026 – 30<sup>th</sup> September 2027 £795.11 (Budget allocated £795) Agreed.

Policies reviewed and approved

Biodiversity Policy - addition of the legal duty to conserve and enhance biodiversity Environment Act 2021

Disciplinary Policy- new NALC format December 2025

Donations Policy- no change

Environment Policy – SCC reviewed policy about glyphosates usage

Training Policy - no change

### **13.09.26 Joint Bures Neighbourhood Plan & Bures Parish Action Plan**

- a) Update on Joint NHP progress- Referendum update  
Braintree have signed off then can go to referendum once changes have been made that were suggested by external examiner. Nothing major to change and no current timescale.
- b) Joint Parish Action Plan 2026-2027 – addition of school crossing proposal, NHP Community Action points need adding once neighbourhood plan is final and consider biodiversity initiatives that could be included in the Plan with reference to the RCCE Community Led Environmental Action.

### **14.09.26 Correspondence**

All the following correspondence has been circulated for information or follow up:

Local Government Reorganisation updates - Future Suffolk website

All the latest from your National Landscape – Cllr JA to send the next newsletter for members to subscribe to.

NALC/SALC News Bulletins (Members can log in individually)

National Grid Community Fund inviting applications for grants for community projects up to £20,000

SALC Diplomacy, Confidentiality and the Councillor's Code of Conduct update.

Community Emergency Planning letter -Cllr Deborah Saw (Babergh)

**15.09.26 Reports:** Cllrs to acknowledge receipt and present questions by exception

- a) Asset report – 24<sup>th</sup> Sept: Cllr Aries - The finger post that leads off St Edmunds Lane needs repairing and the quiet lane sign bottom of Hollow Lane is in the verge. Highways will not restore. Cllr LN will investigate. **26<sup>th</sup> Nov: Cllr Norton**
- b) Sportsground (BPAP 3 i) Meeting held 14<sup>th</sup> September
- c) Community Centre - Meeting held 15th September 2026
- d) Cemetery – Meeting held 7<sup>th</sup> September 2026
- e) Jubilee Grove/Transition Group Report (BPAP2ii) Minutes 10.09.26 meeting circulated
- f) Station Adopters – reports to be submitted alternate meetings
- g) Rights of Way (BPAP 2 iv) Peter Coltman new PRow Officer
- h) Tree Warden (BPAP 2 i) nil to report, See Planning Appendix
- i) Bures Common Land Trust- AGM held 1<sup>st</sup> September

**16.09.26 Brief information & exchange for next agenda items**

- BSMPC representatives for BH meeting on 16<sup>th</sup> November Cllr Giles
- BH Representative for BSMPC meeting on 26<sup>th</sup> November Cllr Shackell

**17.09.26 - Date of next meeting:** 26<sup>th</sup> November to be held at the Community Centre Nayland Road at 7.30pm

Future meeting dates:

2027: 21<sup>st</sup> January, 18<sup>th</sup> March, AGM 20<sup>th</sup> May APM: 22<sup>nd</sup> March 2027

Meeting closed 21:40.

Mrs Rachel Everitt  
Clerk Bures St Mary Parish Council