

**Minutes of Bures Hamlet Parish Council Meeting
Monday 11th March 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, M Welch, M Randall, R. Butler, M Baker, C Ellis,
Cllr J Aries (Bures St Mary PC), Cllr W Scattergood (BDC)
In the Chair: Cllr David Lee
Also Present: Mrs J Wright (Clerk) plus 1 member of the public

1/03/19 APOLOGIES FOR ABSENCE

Cllr A Crowe (unwell). Apologies accepted by those members present.
Cllr Lee on behalf of the parish council expressed his best wishes to Cllr Crowe for a speedy recovery from his recent illness.

2/03/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
No dispensation requests put forward.
Cllr Lee and Cllr Randall both declared an interest in Item 13 Donations as members of Bures PCC.

3/03/19 MINUTES

Minutes of the Parish Council Meeting of 14th January 2019 (previously circulated) were approved and duly signed as a correct record.

4/03/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There was 1 member of the public present. Mr Butcher requested the parish council to address the continuing issues of speed and volume of traffic through the village. The Chairman responded stating that although these issues had been investigated thoroughly over many years they still remained highly emotive issues for residents. He advised that a Joint Working Party with BSMPC had been set up to attempt to address highway concerns raised in the recent Parish Plan Survey. Cllr Baker suggested a weight restriction for the B1508 road bridge may alleviate the problems. All matters to be discussed at Item 7 on the Agenda. Cllr Lee thanked the Action Group for all its hard work and in particular to Mr Butcher who had attended at all the recent Public Inquiry days. Planning Inspectorate's report scheduled to be made available by mid April.

The Chairman asked for two additional items to be included at Item 7 Highway Matters.

All members agreed to discuss the following:

- a) Letter from Althamstone & Lamarsh Parish Council
- b) Update on Bures Bridge works

5/03/19 POLICE

The Clerk had circulated the Local Community Policing Team contact details. PC Craig Wheeler was keen to meet all parishes in his patch and it was agreed to invite him to attend the Saturday morning Markets. He was also making contact with all Community Speed Watch Co-ordinators to offer support.

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

Speed Watch: Cllr Aries reported that the Team continued to operate at Colchester Road as and when volunteers were available. Still ongoing issues with some passing driver abuse aimed at the Team.

6/03/19 COUNTY/DISTRICT COUNCILLOR REPORTS

County Cllr Finch had given his apologies for the meeting with no report submitted. District Cllr Scattergood presented her report to the meeting. She offered details of the North Essex Parking Partnership Scheme to new members when encountering parking issues in the parish. Cllr Scattergood thanked all residents who had attended the recent Public Inquiry. She considered that the Inspector had listened fairly to all questions raised and confirmed that BDC now had a 5 year housing land supply. Surrounding parishes had expressed concerns regarding the pending B1508 bridge closure in the summer. Cllr Scattergood was liaising with Cllr Finch to ensure good signage was put in place for drivers. 2.9% council tax with no cuts in services planned. BDC had received no objections to the revised garage site plans and therefore she had recommended that the application should be considered by Delegated Officer.

7/03/19 HIGHWAYS

- a) **Mount Bures junction:** A site meeting had been held on the 7th March to discuss safety improvements for the junction. Officers from ECC Highways and Passenger Transport were in attendance plus BHPC, MBPC and Colchester Borough Cllr Brown. The Clerk to submit an LHP application to ECC Local Highways Panel for a reduction from 60mph with a buffer of 40mph coming into the 30mph at Bures Hamlet. Request to also include bus stop to be marked and formalised with slow markings on the road.
- b) **Highways Devolution Pilot:** Cllr Welch and the Clerk had attended a second briefing on the Pilot scheme. Following receipt of a proforma agreement for the parish council to consider it was agreed not to join the Pilot at this stage.
- c) **ECC SWAS:** A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. No further action to date.
- d) **30mph roundels at Colchester Road:** LHP application to be submitted under the Joint Parish Action Plan (BPAP 6).
- e) **Anglia Level Crossing Reduction Strategy:** Waiting on Inspector's decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Cllr Butler questioned why the parish council had not supported the offer from Network Rail to install a short stretch of footway from Water Lane to No. 20 Station Hill. The Chairman advised that the parish council along with the Ramblers Association had maintained its objection to the rail crossing closure on the grounds of pedestrian safety. Members agreed that the Network Rail footpath proposal should be brought to the BPAP Highways Working Party for consideration.
- f) **Bollard at Millennium gateway:** LHP application to be submitted.
- g) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team. Cllr Finch to follow up.
- h) **Potholes/footpath repairs:** The potholes in the footpath immediately in front of the Eight Bells PH had been reported, Reference No. 2601759. ECC had agreed to monitor. Damaged footpath immediately in front of the garage site to be considered for repair following outcome of planning application for the site. Water Lane tarmac deteriorating but agreed to monitor. It was agreed to apply to the LHP for the repair of the footpath leading from The Paddocks to Normandie Way.

- i) **Bures Bridge closure:** The works by Suffolk Highways to waterproof Bures Bridge were planned to be undertaken between 29th July and 23rd August this year. The bridge would be closed to vehicles, but pedestrian/cyclist access would be maintained. Advertising in hand.
- j) **30mph proposals:** Althamstone & Lamarsh Parish Council had resolved to lobby ECC to introduce a consistent 30mph speed limit from the present derestriction in Ballingdon to Lamarsh Hill, Bures Hamlet. It asked for support from neighbouring parishes and BHPC agreed to offer its support to this initiative.

8/03/19 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting:
 - Application 19/00289/OUT:** Ferriers Farm Barns, Ferriers Lane CO8 5DL – regeneration and conversion of 3 brick barns to residential use – it was agreed that a full heritage statement should be obtained before a final response was submitted. Objections raised to the application. The Chairman and Cllr Butler to draft a response.
 - Application 19/00278/FUL:** Valley Green Farm CO8 5AP – replacement outbuildings – no objection.
 - Application 19/00059/TPOCON:** No. 1 Colchester Road CO8 5AE – notice of intent to carry out works to tree in a Conservation Area – fell 1 Eucalyptus – no objection.
 - Application 19/00459/LBC:** No. 1 Station Hill CO8 5DD – reconfigure the parking arrangements and amenity spaces of the approved layout – no objections in principle however questions raised on the site construction. Chairman and Cllr Butler to meet on site to ascertain if any breaches on previous planning approvals.
- c) **Other planning matters for reporting on:**
 - Appeal APP/Z1510/W/3207509:** Land at Colchester Road – Planning Inspectorate's decision pending.
 - Land to rear of Cambridge Way:** Application No. 18/02139/OUT had been refused. Bures Transition Group had drafted a statement of aspirations for use of the land. Clerk had submitted the statement to the BDC Asset Management Team for consideration.
 - Garage site:** Application No. 18/02253/OUT – still pending and recommended to be considered by Delegated Officer.
 - Land to rear of Parsonage Hill:** Application No. 18/02201/REM – Clerk had met on site with the applicant to discuss proposals for the approval given for 9 houses to be revised to 9 bungalows or a mix of housing. Still pending.
 - Applications for 5 Lawful Development Certificates DC/18/04204/5/6/8/04231:** Refused. Appeal submitted by developer.

9/03/19 BURES PARISH ACTION PLAN

Three Joint Working Parties had been set up for Highway, Retail and Street Light issues. Still to agree meeting dates. However the Retail Group had been liaising via email regarding matters of concern. All vacant property owners had been contacted to try and establish future initiatives for their buildings. Both parish councils stressed the need to offer support to businesses in the village.

10/03/19 GROUNDS MAINTENANCE CONTRACTS

- a) 4 tenders had been received for consideration.
- The Chairman circulated a table of each tender's rates, frequency and costs to all members. It was agreed to accept JPB Landscapes' tender with the contract to run initially for 1 year from 1st April 2019. All works currently in progress or offered to the previous contractor to be honoured.

- b) Clerk to follow up on risk assessments and current insurance details with JPB Landscapes.
- c) It was agreed to continue with the BDC Street Cleansing and Greenfield Housing Grounds Maintenance Agreements for 2019. Clerk to follow up.

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

11/03/19 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Open Spaces Action Plan 2019:** Amendments to the plan had been submitted to BDC as agreed at the previous parish council meeting. Still waiting on updated Action Plan from BDC Planning Policy. Bures Common Land Trust had submitted a project plan for use of the S106 contributions made available from Application No.15/01471/LBC. The parish council supported the project.
- b) **Walks leaflet:** A £500 grant from the BDC Councillors' Community Fund had been received towards the production of a joint parish walks leaflet. A further grant application had been submitted to Suffolk County Council for the remainder of costs. Walk preferences for the leaflet still to be agreed.
- c) **Elections 2nd May 2019:** Election leaflets had been distributed to all households in the village. The Clerk had circulated nominations forms and guidance notes to all those interested. Cllr Lee expressed his interest in re-election but noted to all members present that he would not continue as Chairman after the May election.
- d) **Social Media event:** Cllr Baker and the Clerk had attended the free event held at BDC Causeway House. Both considered social media to be a good tool for extending the workings of the parish council out to the parish. It was agreed to include as an agenda item for the next meeting.
- e) **Member surgeries:** Cllr Baker considered there was a need for the parish council to become more approachable. It was agreed to hold regular Member surgeries at the Bures Markets during the coming year.
- f) **ECC Local Service fund:** Clerk following up on an application to boardwalk FP5.
- g) **Assets of Community Value:** Application to register the Eight Bells PH being progressed.
- h) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- i) **Data Protection:** Cllr Aries had assisted the Clerk to collate relevant records for safe storage at the Suffolk Record Office. Personal data held by the parish council to be collated as a requirement of the Data Protection Act.

12/03/19 FINANCE

Business Access A/C balance: £10,636.29

Community A/C balance: £4,202.93 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 4th March 2019 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) The revised Equality & Diversity Policy was agreed and adopted.
- d) The Tax Base and Parish element of Band D Tax Rate 2019/20 – circulated and noted.

13/03/19 DONATIONS

All donation requests received throughout the current financial year were put forward for consideration. Members agreed it was not appropriate for the parish council to continue with its annual distribution of donations as in previous years. However it was agreed to offer £200 to Bures PCC as a contribution towards the production of the parish magazine.

14/03/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentation had been circulated and noted:
LTN 9E Handling Complaints

15/03/19 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated. Additional items for noting:

- a) Phillips Path memorial plaque – a piece of oak had kindly been donated and a plaque was being designed. Clerk continuing to progress.
- b) A replacement oak bench had been ordered for the Essex Knowle.

16/03/19 PHYSICAL RISK ASSESSMENT

Cllr Welch had circulated his report prior to the meeting. All assets appeared in sound condition. The bus shelters needed cleaning. The display board at the riverbank was faded. It was agreed to obtain a quote to re-print the board.

17/03/19 REPORTS

Bures St Mary PC: Cllr Aries reported: Enforcement Officer investigating a breach of planning conditions for the old bus depot site. Next meeting to be held on Thursday. Cllr Welch to attend on behalf of BHPC.

Cemetery: Cllr Lee reported: Conifer trees along left boundary had been reduced with further works being considered. Scots Pines to be inspected. New paths to be installed in the extended area. A review of the options for removal of waste in hand. JPB Landscapes to continue as Cemetery Contractor with 2 separate 2 year contracts agreed commencing 1st April 2019.

Sportsground: Cllr Welch reported: Tennis court surfacing to be deep cleaned. Re-painting of lines and installation of pickleball courts agreed. Work to proceed during April. The bench at the tennis court to be repaired. The ECC CIF grant had been successful and the installation of a new roundabout now being progressed. The concrete area had been removed and the area secured. Cllr Welch to complete a mid-term report to ECC on the progress of the project.

Community Centre: Cllr McCrory on behalf of Cllr Crowe had circulated a report prior to the meeting: New heating system proving to be very efficient and less expensive to run. Considering gas connection to be removed and Garrad Room gas oven to be replaced with an electric oven. Soundproofing doors successful. Lettings fees to be reviewed. Lettings Secretary to step down and adverts for the post in hand.

Rights of Way: Cllr Aries had circulated her report and to be held on file. Majority of footpaths remained passable and fairly firm with evidence of regular use. 2 way markers waiting on repair. ECC risk assessing to enable the parish council to complete the repairs. Byeway 25 repair work needed and ECC initial inspection in hand. Cllr Aries hoped that the distribution of a walks leaflet would identify the vast network of footpaths available to residents in both parishes.

Station Adopters: Report had been circulated. Monthly working parties well supported. Several generous donations towards the cost of flowering tubs and hanging baskets had been received from various organisations. A promotional stall at the station planned for the Open Gardens weekend in May. The much needed station water supply still being followed up.

Transport: Nothing to report.

Tree Warden: Cllr Baker had kindly taken over the role for the parish. She was investigating a TPO for the Ginkgo tree on Bures Common. Cllr Baker raised her concerns regarding the Oak tree standing just before the Millennium footpath gate. She considered it needed major dead wood clearance and further advice to be sought on whose responsibility.

Bures Primary School: A report had been circulated from the Chair of Governors. The school had hosted an Internet Safety awareness day for the children and staff. Playground area to be developed. 'Scrapstore Playpod' scheme chosen. Playpods (purpose built sheds) to be filled with a huge range of scrap materials to extend the children's play on a regular basis. Official Opening Ceremony for the initiative scheduled for 3rd April.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. 6 new NHW street signs showing Essex Police logos ordered.

Bures Common: Markets continuing to be extremely successful. Next Market – Saturday 9th March 10am to 1pm.

18/03/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda item – Social Media.

19/03/19 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

2019: 14th March – Cllr Welch, Joint APM 18th March – all members,
AGM 16th May – BHPC Chairman.

20/03/19 DATE OF NEXT MEETING

Joint Annual Parish Meeting – Monday 18th March 2019 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2019: AGM 13th May, 15th July, 16th September.

The meeting closed at 10.30pm

Signed:

Chairman

Date: