

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 13<sup>th</sup> January 2020 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs M Baker, K McAndrew, D Monk, R Shackell, B Raymond, M Welch,  
Cllr J Aries (Bures St Mary PC & Parish ROW Officer)  
**In the Chair:** Cllr Michael Welch  
**Also Present:** Cllr D Finch (ECC), Cllr W Scattergood (BDC), Mrs J Wright (Clerk)  
plus 1 member of the public

**1/01/20 APOLOGIES FOR ABSENCE**

Apologies received from Cllr C Ellis (unwell). Apologies accepted by those members present. Apologies also received from Cllr Saer (BSMPC).

**2/01/20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
No interests declared and no dispensation requests put forward.

**3/01/20 MINUTES**

Minutes of the Parish Council Meeting of 18<sup>th</sup> November 2019 (previously circulated) were approved and duly signed as a correct record.

**4/01/20 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was 1 member of the public present.

The parish council was asked to follow up on a number of issues relating to a property at Lamarsh Hill. In particular, the concern of light pollution, the parking of vehicles on the pavement and standard of the garden. The Chairman agreed to follow up with the relevant Officer. Following several complaints regarding the new platform lighting at the station Greater Anglia had introduced some temporary measures to direct light towards the platforms and away from nearby residences while it works towards a permanent fixture. The equipment enabling a permanent solution was scheduled to be delivered mid-February and installed within 2 or 3 days of receipt. It was suggested the parish council and residents should meet with a representative of Greater Anglia to liaise on the matter.

**County Councillor report:** Cllr Finch reported on the following: Essex 2020 – an Essex wide, year-long programme of science and creative events, exhibitions, festivals, performances, workshop, activities and opportunities for all residents to be a part of. [www.Essex2020.com](http://www.Essex2020.com) Homelessness – ECC commissioned voluntary organisation Peabody to provide support to households at risk of losing their home. Rough sleepers – ECC commissioned CHESS a local voluntary sector provider to provide support and accommodation to assist rough sleepers to break the cycle of homelessness. ECC Members each invited to nominate up to five footway defects for consideration for priority repair. Clerk to follow up.

**Cllr Finch left the meeting at this point.**

**District Councillor report:** Cllr Scattergood reported on the following: BDC should have been consulted on the station lighting as the station was within the Conservation Area and she agreed to follow up on the matter. Planning in Principle (PIP) a system to speed up the processing of minor applications. BDC now had a complete team of planning officers. BDC Local Planning Inquiry to commence 14<sup>th</sup> January.

Cllr Scattergood congratulated the Bures Christmas Lights Team for providing such a splendid display this Christmas and New Year.

The pending installation of new infrastructure to provide improved broadband speeds in the parish by County Broadband had raised concern. The Chairman had informed County Broadband that the parish council would not want to see transmission poles installed. However Cllr Scattergood advised that County Broadband was a Statutory Utility Company which did not require planning permission. Cllr Baker to advertise the proposals online to make residents aware. Chairman following up on the matter.

### **5/01/20 POLICE**

**a)** Suffolk Police were gathering information to present Bures as a case for an Evidence Based Policing project. This would hopefully improve ASB in the village over 2020. Essex Community Policing Team attending the Saturday Markets.

**b)** Cllr Aries reported on the Hamlet Speed Watch Scheme. Sessions limited over the festive period and very much dependent on good weather and daylight. 9 volunteers now recruited. PC Craig Wheeler had carried out a speed check in December giving out verbal warnings and driver awareness to those flouting the speed limit.

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

### **6/01/20 HIGHWAY MATTERS**

**a) Local Highway Panel requests:** ECC currently validating the following requests prior to inclusion in the works programme:

- 1) Colchester Road/Mount Bures junction – for a reduction from 60mph with a buffer of 40mph coming into the 30mph at Bures Hamlet. Request also included the bus stop to be marked and formalised with slow markings on the road.
- 2) Colchester Road – for 30 mph roundels from Mount Bures junction through to Bridge Street/Station Hill junction.
- 3) Millennium gateway – for a bollard to be installed on the grass verge to prevent vehicles parking over the fire hydrant.

**b) Local Highway Panel requests to consider:**

It was agreed to investigate the need for a crossing point at the Millennium gate entrance at Colchester Road. Traffic speed had been the governing factor for ECC previous refusals for such a scheme. Cllr Baker to advertise on facebook page for evidence of need from residents. A Working Party to meet – Cllr Baker, Aries, Monk and Shackell. Clerk to follow up.

**c) Slow markings at Station Hill:** Works completed.

**d) ECC Devolution Scheme:** Cllr Baker and the Clerk had met with the Devolution Team 'Buddy' in December. Highway issues put forward for the 'Buddy' to follow up – flashing bollard at Bridge Street and defective surface cover at Lamarsh Hill. Devolution budget to be spent by end of financial year. Any street cleansing to be carried out via the BDC Street Clean Agreement separate to ECC Devolution. Replacing fingerposts and footpath clearance included within the Scheme. Clerk to follow up on any required works.

**e) Flooding issues:**

Debris left following recent heavy flooding at Water Lane, Station Hill and Colchester Road to be cleared by the parish contractor.

**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. Clerk to follow up.

**Water Lane:** Culvert cleared. Pothole repaired but water remained leaking from damaged pipe. Owner aware.

**f) Anglia Level Crossing Reduction Strategy:** Regarding the E54 crossing at Bures the parish council is still waiting on the Inspector's decision following the Public Inquiry held on 8<sup>th</sup> November 2018 at Chelmsford. Final decision from the Secretary of State for Transport due July 2020.

**7/01/20 PARISH ACTION PLAN**

Joint Working Party reports:

**a) Highways & Parking:** The WP to arrange a further meeting.

**b) Retail:** The WP to arrange a further meeting. It was noted that the old garage site was no longer up for sale. However the site had outline planning permission for 2 dwellings and a workshop.

**c) Street Lighting:** Cllr Shackell had completed a tour of the parish lighting and suggested there was need for an additional light at Parsonage Hill. Clerk advised that previous requests to ECC had been refused however the parish council could consider meeting the costs from its own budget. The Clerk agreed to make a request to ECC on the grounds that the new development at Parsonage Grove would increase footfall down Parsonage Hill.

**d)** A review of the points for action for 2019/20 from the Joint Action Plan Summary was put forward and agreed. Clerk to publish on the parish council website.

**8/01/20 PLANNING**

**a)** All applications received and comments made to date as per attached list.

**b)** Applications requiring consideration at this meeting:

**20/00032/TPOCON** Oak Tree House, Colne Road CO8 5DH – Notice of intent to carry out work to tree in a Conservation Area – *Prunus pissardii* reduce in height. It was agreed that the Tree Warden would inspect and put forward her comments to the Clerk for submitting online to BDC.

**Cllr Scattergood left the meeting at this point.**

**c) Other planning matters reported on:**

**APP/XC1510/W/19/3237376** Land South of Pen-lan, Lamarsh Hill – waiting on Planning Inspector's decision.

**Land to rear of Cambridge Way** – waiting on BDC public consultation for use of the land..

**Cuckoo Hill development:** Cllr Aries had attended the Oral Hearing on behalf of BSMPC.

In Cllr Aries' opinion the High Court Judge had given the case a fair hearing before dismissing the claim put forward by KBB. Although court costs had been kept to a minimum by order of the Judge, legal costs still remained outstanding. KBB to continue with fundraising to clear these costs. Plots 1 – 4 were now for sale following planning approval. Appeal by Stemar against the Enforcement Notice on Plots 5 and 6 scheduled for April.

**d) Review of Open Spaces Action Plan:** It was agreed that no further amendments were required. Clerk to notify BDC.

## **9/01/20 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED**

- a) County Broadband installation:** Discussed at Agenda Item 4 District Councillor report.
- b) Absolute Title for Essex Knowle:** The Clerk had received notification from Wayman & Long that the registration date shown was not as registered with the Land Registry Registration for Absolute Title to be applied for after 5<sup>th</sup> November 2021. Clerk waiting on reimbursement of fees.
- c) S106 Contributions:** Following the Clerk's discussions with BCLT the parish council agreed that the S106 Contributions available from Application No. 15/01471/LBC should be used to install ground matting at Bures Common. The Clerk would discuss the proposal with BDC and arrange to submit 3 quotations for the project.
- d) Walks leaflet:** The Walking in Bures leaflet project financed by the AONB had been completed. Leaflets now in general circulation. Grants had been secured from SCC Locality Budget and the Braintree District Councillor Community Budget to cover the costs of installing a board and map with the leaflet information. This project in progress.
- e) Signposting information:** Cllr Baker and the Clerk were both keen to ensure all residents were well informed of how to access parish information and able to make use of the reporting tools available. Ideas continuing to be followed up. Member surgeries to recommence at the March Market on the Common.
- f) Riverside information boards:** Project completed.
- g) Joint Emergency Plan:** The Plan had been completed and now held by both Braintree and Babergh District Councils. The Clerk agreed to remove any sensitive data and publish on the parish council website.
- h) Parish Council Foundation Level Award:** Cllr Fairbairn and the Clerk were currently compiling the data required to register for a Foundation Level Award for both parish councils.

## **10/01/20 RIGHTS OF WAY**

The Parish ROW Officer's report was circulated and noted.

Items referenced in particular from the report:

- a)** Footpath 5 – Ferriers Farm to Hornes Green – the parish council had put forward Option 3 as suggested by ECC for re-routing the path. No further update.
- b)** Footpath 30 – trip hazard had been reported No. 2634396. Clerk to request footpath to be resurfaced. No further information on the ownership of the sections which accessed both sides of the railway crossing.
- c)** FP 1, 3 & 4 – Essex County Council remained of the opinion that the re-instatement of FP3 was a viable option combined with the extinguishment of FPs 1 and 4. This matter was still being considered by all parties.
- d)** ECC PP3 Scheme – Cllr Aries continuing to discuss the benefits of joining the scheme for the parish with ECC Officers.

## **11/01/20 GROUNDS MAINTENANCE CONTRACT**

The Grounds Maintenance contract was reviewed in line with the Contract Period. Members were happy with the standard of work being carried out. It was agreed to continue with JPB Landscapes for a further year subject to current prices being held. Clerk to follow up.

## **12/01/20 FINANCE**

Business Access A/C balance: £9,753.52

Community A/C balance: £4,683.44 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 5<sup>th</sup> January 2020– circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) BDC Precept Request form agreed and duly signed.
- d) Options for processing the HMRC Payroll system reviewed. It was agreed to continue with the Clerk inputting data monthly.
- e) Options for online banking and cheque payments reviewed. It was agreed to continue with payments by cheques and for any Standing Orders and Direct Debits to be recorded on the Finance Report as per Internal Auditor's recommended procedure.

## **13/01/20 DRAFT POLICIES**

- a) Social Media – adopted
- b) Data Protection & Information Management – adopted.
- c) Accessibility Statement for Website – agreed.
- d) Review of Financial & Operational Risk Assessment – Internal Auditor and Clerk to action.
- e) Training and Training Record – adopted.

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

## **14/01/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

All the following documentation has been circulated and noted:

NALC Legal Update – repairs to property relating to affairs of the church

NALC Consultation – strengthening police powers to tackle unauthorised encampments

## **15/01/20 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

This had been previously circulated (attached and on website).

The Clerk reported on her follow up of resident's complaints regarding soil deposit left on Colne Road from work vehicles entering and exiting the building site. Site owner aware and working with his team to resolve. Cllr Raymond also reported on the subsidence from the recent utility works at Colne Road. Repair work in hand and he agreed to monitor.

## **16/01/20 PHYSICAL RISK ASSESSMENT**

Cllr Welch presented his report to the meeting. Assets in a very good condition. Flat bench along riverbank and bench at Normandie Way may both require a varnish in the spring. All waste bins well maintained. Grit bins checked and satisfactory.

## **17/01/20 REPORTS**

**Bures St Mary PC:** Cllr Aries noted on the Cuckoo Hill site issues and the retrospective planning application for change of use at Knowle House (formerly Chambers bus yard). She also reported on the parking issues at Tawneys Ride being followed up with BDC Officers. A vacancy had arisen on the parish council. Next meeting scheduled for Thursday 16<sup>th</sup> January. Cllr Shackell to attend.

**Cemetery:** Cllr Aries reported: There had been 5 burials and some ashes interments during 2019/20 with one more burial scheduled for the end of the month. An inventory of all headstones in the cemetery being drawn up with a view to instructing a local stonemason to proceed with a rolling 5 year annual stability inspection programme. Engraving of the memorial to the late G Gullen in hand. 15 lime trees pollarded with leaf fall greatly reduced. Cuckoo Hill site owner to be contacted to install the agreed fencing along the boundary of Plot 4. Cemetery grounds maintenance being extremely well maintained by JPB Landscapes.

**Sportsground:** Cllr Monk reported: Installation of CCTV at 3 locations at the sportsground being investigated. This project would need to be supported by the Community Centre, Football and Cricket Clubs before any decision could be made. BMF Blue Badge holders camping area being investigated for the 2020 festival. Committee considering use of the old roundabout. Grants and use of S106 Contributions being sought to fence the main playarea. Quotes being obtained for the project.

**Community Centre:** Next meeting 15<sup>th</sup> January 2020. Cllr Monk attending.

**Station Adopters:** Report had been circulated. New trains being trialled on the Gainsborough Line. New lighting on the platform creating issues for nearby residents. Complaints being followed up with Greater Anglia. Defibrillator installed in the station waiting room. CCTV to be installed. Discussions in hand for improving the carpark wall e.g. painting of a mural or a 'green wall' of plants. Station Adopters to consult residents for views before embarking on a project.

**Transport:** Cllr Welch to attend an ECC Transport meeting in March.

**Tree Warden:** Cllr Baker reported: Still waiting to receive ECC inspection report on the Oak tree at Colchester Road. One tree application received for Oak Tree House, Parsonage Hill. Cllr Baker to visit the site before making a comment.

**Bures Primary School:** The Chair of Governors had circulated an update. The children had taken part in a mock trial as part of the Suffolk Junior Mock Trial Competition. This was held in front of Judge Overbury from Ipswich Crown Court. The school had displayed a themed Christmas tree at the annual Rotary Christmas Tree Festival at St Peter's in Sudbury. All classes joined together to display a wonderful Carol Concert in St Mary's Church. A Review of the Homework Policy focussed on reading.

**Bures Common:** Cllr Jackson circulated the following: The Barn to be named after the late Dennis Ambrose and a naming ceremony had been held on 11<sup>th</sup> January. R Chambers had kindly donated the piece of oak and R van Straalen had kindly made a plaque for 'The Dennis Ambrose Barn'. Markets to recommence in March.

**NHW:** Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. She was to attend a NHW/Police information event and would collect a further supply of Scam/Fraud leaflets for handing out at the next Market Surgery.

## **18/01/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

## **19/01/20 DATE OF NEXT MEETING**

Monday 16<sup>th</sup> March 2020 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2020: APM 23<sup>rd</sup> March, AGM 18<sup>th</sup> May, 20<sup>th</sup> July

The meeting closed at 10.05pm

Signed:

Chairman

Date:

