

Minutes of Bures Hamlet Parish Council Meeting
Monday, 14th November 2022
held at Bures Community Centre at 7.30pm

Present: Cllrs M Baker, C Ellis, K McAndrew, B Raymond, R Shackell,
M Welch, J Aries (BSMPC & Parish ROW Officer),
Cllr W Scattergood (BDC), Cllr F Willett (MBPC)

In the Chair: Cllr R Shackell

Also Present: Mrs J Wright (Clerk plus J Lawson (Agent) and C Scanlan (Landowner)
for Land at Old Barn Road

01/11/22 APOLOGIES FOR ABSENCE

Cllr D Monk (holiday). Apologies accepted by those present. Apologies also received from Cllr P Schwier (ECC), R Hamilton (Chair NHP), G Jackson (Secretary NHP).

02/11/22 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
Cllr Baker declared an interest in Agenda Item 6c Flooding issues and Cllr Scattergood declared an interest in Agenda Item 7d Planning Site at Old Barn Road.

03/11/22 MINUTES

Minutes of the Parish Council Meeting of 26th September 2022 (previously circulated) were duly approved and signed as a correct record.

04/11/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There were two members of the public present. James Lawson presented proposals for the land at Old Barn Road for consideration in relation to the Bures Neighbourhood Plan process, responding to the evidenced need for local affordable housing in the parish. Bures Housing Survey Need Assessment has indicated 31 households in need of housing and therefore showed a good support for Affordable Housing locally. The proposed development if accepted would be for 8 dwellings plus a village green and James advised that he was currently attempting to establish a permissive path from the proposed site to Jubilee Grove. Members considered it vital to gain Mount Bures Parish Council's support owing to the close proximity of the site to Mount Bures. James agreed. Points raised – eligibility criteria for local connection priority, availability of social rents, dwellings mainly for local young people where need has been shown, 1/3 acre will be offered as a village green for Mount Bures as part of the proposals. Cllr Willett, James Lawson and Chris Scanlan left the meeting at this point.

District Councillor: Cllr Scattergood gave the following report to the members: She had observed the presentation given during the Open Forum and noted to members that any application submitted will need to be within BDC Planning Policy guidelines. Budget is a key agenda item for BDC. Staff have been granted a 6% backdated pay award. BDC not wanting to cut services or increase council tax. It has invested in properties for rent and maintained a good reserve which hopefully will ease the financial pressures. Recycling credits have increased. However an increase in costly Planning Appeals. Cllr Scattergood noted that the planters purchased through her Cllr Locality Award should be classed as a parish council asset.

County Councillor: Cllr Schwier not in attendance to present a report. However the Clerk noted that all correspondence between meetings from Cllr Schwier has been circulated.

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05/11/22 POLICE MATTERS

- a) Issues raised with Community Policing Teams:** Some ASB issues – graffiti damage to Coronation Shelter and lighting bollard along Millennium footpath damaged.
- b) Speedwatch:** Cllr Aries reported that the Team remains short of volunteers. Weather conditions dictating when team operates.
- c) 20s Plenty:** An Essex wide Parish and Town Council debate with 6 objectives of making communities safer and more amenable for active travel, walking, cycling and outdoor play supported by the not for profit group '20s Plenty' to be held mid November. Cllr Aries to attend.
- d) Crime Commissioner's request for top policing priorities:** The parish council had submitted its top priorities to the PCC – speed limit enforcement, managing seasonal youth behaviour, more visible policing and quicker response times.

06/11/22 HIGHWAY MATTERS

a) Local Highway Panel (LHP) requests:

- 1) Pedestrian crossing at Colchester Road:** Members agreed to continue with progressing an LHP request for a crossing. Further evidence required to support the request.
- 2) Safety improvements at Mount Bures junction:** Residents remain keen for the parish council to revisit the previously refused LHP request to improve safety at the junction. Clerk following up with Cllr Schwier on options. Suggestions being - a traffic survey to be repeated to provide up to date data, a 40mph buffer zone from the junction into Bures Hamlet and incremental 30mph signs at 300m, 200m, and 100m on the approach to the 30mph entry in to the village.
- 3) Bus stop hardstanding at Mount Bures junction:** Recommended for approval at an estimated cost of £6,000.
- 4) 30mph extension for Lamarsh Hill:** Cllr Schwier confirmed that the request has been passed to the Design Engineers for validation.
- 5) Safety measures near Hill Top:** Following a vehicle accident it was again brought to the attention of the parish council of the narrowness of the road with a blind bend. Members agreed that verge bollards will be more of a hindrance rather than a safety measure. Warning signs or slow markings may ease the issue. Clerk to liaise with Highways.
- b) Pedestrian safety at Colne Road/Station Hill:** Members discussed residents concerns regarding the pedestrian safety. Members acknowledged that the stretch under the railway bridge is dangerous for pedestrians. However this matter has been raised over a number of years with the relevant parties but to no avail owing to the cost element. All members to forward their suggestions to the Chair for following up at the January meeting.
- c) Flooding issues:** Extreme flooding has once again occurred in the village especially at Colne Road, Water Lane, Station Hill and Colchester Road. All gullies reported for clearance. Ditches needed clearing at top of Colne Road, Grant/flooding information for residents affected circulated at the Saturday market. Sandbags distributed on request. Letters had been sent out to Water Lane residents advising of their Riparian responsibilities to maintain the ditch. The Chair to collate thoughts on the flooding and liaise with the Flooding Agency.
- d) Use of Station carpark:** Cllr McAndrew advised members that the NHP Group is investigating a community use for the carpark as it is extremely underused by rail commuters. Survey results circulated with positive feedback. Charging points to be installed by Network Rail.
- e) Station Hill tree root:** Cllr Schwier confirmed that the second tree root will be repaired when funding allows. ECC monitoring the situation. Parish Council to monitor the need for additional lighting along Station Hill.

07/11/22 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting: 22/02940/LBC No. 25 Maltings Close – no objections – Agreed.
- c) **Jubilee Grove:** Land transfer completed on 26th October 2022. Transfer of the Land Registry currently being applied for. Transition Group has created wide grass paths and an area designated for wild flowers. Path to the viewing point to be made wheelchair accessible. Grants to be applied for. Meeting to be held on 28th November as per the Maintenance Agreement to discuss budgets and future maintenance. Cllrs Shackell, McAndrew, Baker and the Clerk to attend with members of the Transition Group.
- d) **Report on other matters:**
 - 1) **Land south of Penlan:** The owner did not have permission to create an entrance to the land at Lamarsh Hill. The Enforcement Team made it clear to the land owner that the new entrance should not be used and no further works to be carried out. Enforcement Team looking at how best to block up the entrance as concerns raised regarding the stability of the bank. Embankment tree removed owing to these stability concerns.
 - 2) **Vacant garage site:** The Parish Council has not been informed who the new site owner is. Safety fencing erected at the request of BDC Enforcement Team. Some tree work undertaken on the site. Canopy to be removed and made safe.
 - 3) **Chambers Bus Depot site:** Rose Builders are in the process of preparing details to discharge some of the planning conditions, mainly archaeology and soil remediation. Work to commence in January.
 - 4) **Proposals for land at Old Barn Road:** .See Agenda Item 4 Open Forum. Members considered it vital to gain Mount Bures Parish Council's support owing to the close proximity of the site to Mount Bures and would not be able to formulate a view until those views are established.
 - 5) **Bus waiting:** The proposal to relocate 'layover' of buses currently at Bridge Street on to the stops by Normandie Way has been agreed with SCC Passenger Transport Manager. Buses leaving Bures Church southbound have been retimed to leave 1 minute earlier to lessen the chance of a bus arriving with excess time.
 - 6) **Cuckoo Hill site:** The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. Work progressing on site however drainage issues still being addressed.
- e) **Open Spaces Action Plan Review:** Deferred to the January meeting.

08/11/22 JOINT BURES NEIGHBOURHOOD PLAN

- a) **NHP update:** The Steering Group timetable to achieve a draft NHP by the end of the year to be revised. Housing and Business Surveys completed. It has been agreed not to proceed with a Call for Sites. Public engagement is essential. NHP Facebook page set up.
- b) **Grants:** Application for a second grant from Groundwork UK approved. £3,695 received. All NHP finances being managed via BHPC financial accounts.
- c) **Steering Group:** Steering Group minutes dated 27th September and notes from NHP meeting with both District Council Planning Officers plus the Wider Team meeting minutes of 13th October circulated and accepted by the parish council.

09/11/22 JOINT PARISH PLAN 2022-23

a) Follow up on Review items:

1) First Aid training: 2 hour workshops being offered by Braintree DC free of charge. Suitable dates and times still to be agreed.

2) Warm Spaces: A grant application for £1,000 has been successful for use by the Community Centre. Cllr McCrory acting as Treasurer. Warm Spaces being arranged for the Garrad Room, the Baptist Church and St Mary's Church. Volunteers needed. Advertising in hand.

3) Cycle racks initiative: Grant has been unsuccessful. Other options will be investigated for cycle racks on Bures Common.

4) Joint parish magazine: Cllr Aries and the Clerk have discussed options for a village magazine with Rev'd Whiffen. Ongoing matter.

b) Joint Highways WP: It is agreed there is a need to hold a joint highways working party meeting to discuss items highlighted in the previous Parish Plan 2021/22. Date and time to be arranged.

10/11/22 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) National Grid consultation: A further targeted consultation period running from 8th September to 19th October has ended. This consultation relates to changes made to the proposals following the earlier consultation. The biggest changes to the plans are in the western part of Stour Valley. BDC has given permission for the substation near Bulmer.

Cllr Scattergood left the meeting at this point.

b) P3 Scheme: Cllr Aries has followed up with the new PRow Officer for a Service Level Agreement. ECC has acknowledged the request for 8 footpaths to be included and these will be discussed in March 2023.

c) Station Hill garden: Garden cleared of old shrubs and topsoil and soil improver laid. £500 ECC Micro grant application successful. Colin and Ruth Lorkins have kindly bedded out the garden with shrubs and bulbs paid for through the grant. 4 planters set in place. The Clerk has received several donations. Request for repointing of the wall submitted to Highways.

d) Millennium footpath fence: The fence is deteriorating. The parish contractor regularly repairing damaged rails and members agreed there is a need to investigate renewing the complete fence. Cllr Welch agreed to process an application to the National Lottery Awards for All.

e) Telephone kiosk: It is agreed to take up the offer of free paint and brushes to tidy up the Station Hill kiosk following permission from BT for the parish council to take on this work.

f) Essex Knowle: The upgrade of the Essex Knowle from Possessory to Freehold Title has been applied for as the requisite 12 year period ended in November 2021. Wayman & Long progressing and advised the application remains with the Land Registry for completion.

11/11/22 DRAFT BUDGET

The Clerk presented the 3 year draft budget for 2023 – 2026. The budget showed balances to be low. BDC advised that Street Clean grants may be reduced for 2023/24 and a review of litter and dog bins is being assessed. It is agreed to increase the BDC 2023/24 precept to £31,817.00, a £1,000 increase on the previous financial year. It was also agreed to reduce the Sportsground Committee budget by £1,000 and the Cemetery Authority budget by £500 plus a Nil budget for Christmas lights. The budget subsequently agreed by all members.

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

12/11/22 AUDIT AND FINANCE MATTERS

a) Internal Audit Review meeting held on 10th October 2022 – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. It is noted that the Sportsground Committee will be holding a separate Internal Audit Review. Items agreed: Internal Auditor to have sight of all legal notifications issued via NALC. Internal Auditor to check the EALC and SALC websites for training needs targeted specifically at Internal Auditors. Areas for development to be considered by all members. BACS payment procedures to be followed up.

Business Access A/C balance: £14,267.09

Community Account balance: £1,774.83 (when all cheques paid)

b) Finance and Budget monitoring report - noted, circulated and attached.

c) Bank reconciliation and verifying bank statements dated 2nd November 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.

d) NALC Clerk's National Salary Award for 2022/23 accepted.

e) It is agreed to hold a Clerk's Appraisal in 2023/24.

f) Civility and Respect Pledge certificate received and posted on the parish council website.

g) Policies adopted: Recording and Use of Social Media at Meetings and Use of Social Media.

13/11/22 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

14/11/22 PHYSICAL RISK ASSESSMENT

Cllr Welch had circulated his report prior to the meeting. All assets appeared in good order. Bollard loose following ASB damage. Riverbank display board leaning with fence. Some wastebins waiting to be emptied. Station Hill garden leafall to be cleared.

Next Inspector – Cllr Baker.

15/11/22 REPORTS

All reports had been circulated prior to the meeting.

Bures St Mary PC: Cllr Aries noted that the next parish council meeting is due to be held on 24th November. Numerous issues continuing to be raised by residents regarding the Cuckoo Hill development. Flooding issues at Tawneys Ride reported and being followed up. Tree branch on parish council land at Pikes Marsh scheduled to be cut back.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Work to remove the vulnerable limbs and to reduce the crowns of the Cedar and Sequioa trees, has now been completed. Both trees look very gaunt and their distinctive canopies are very much missed but they will, hopefully, continue to provide important habitat for wildlife. Ferriers Barn Day Centre has been approached to make an owl box to be attached to one of the residual trunks. Both trees already had bat boxes fixed to the upper trunks, apparently unused. These remain in situ. The Scout Group has been commissioned to make a further six bat boxes this autumn to be erected on other trees in the grounds of the cemetery. During the work, there was some accidental damage caused to the casing of one of the water standpipes which has now been repaired. A red oak and a lime tree require careful monitoring over the coming months but it has been decided to delay any advised intervention work until next year when funds may have recuperated. The Authority has decided to ask Blake Tree Care to carry out a thorough inspection of all the trees once every three years. The removal of the Leylandii trees in hand. Some re-pointing of the cemetery walls has been carried out to keep them in a good and safe state of repair. The Authority has decided to suggest to families wishing to install an additional memorial to a loved one that wooden planters would be an attractive feature. As space is limited, it may be more difficult over time to accommodate many more benches

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Sportsground: Draft minutes of a meeting held on 10th November are published on the parish council website. Items to note: A sign to be displayed when the recycling bins are full. Recycling credits to be added to the Tennis Court refurbishment fund. Crowdfunding for the fund has been reasonably successful. ASB summer security being followed up. Members investigating alternative replacement for the carpark fencing/crash barrier.

Community Centre: Minutes from meeting held on 3rd October circulated. Kitchen hatch remains broken. Heating system needs attention. Roof repairs completed. Investigating whether appropriate to remove the hall pay phone. Warm Space grant successful. Key amnesty completed. Committee Room is now available for hire. Next meeting 18th January 2023.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: FP1 – kissing gate to be cleared of brambles and nettles again, fingerpost remains obscured. FP5, FP8 and FP23 – various sections cleared of overgrowth. FP13, FP14 and BWY15 – no fingerposts – waiting on ECC future inspections. FP5 from BR22 - bricks are now sinking into the mud and no longer provide a firm surface. Wooden pallets might provide a viable alternative.

BALC: Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes to be circulated for information.

Transport: Nothing to report.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. The station lighting is currently being upgraded.

Tree Warden: Cllr Baker had circulated her report prior to the meeting. One tree application has been received since the last meeting for Riverside, Colchester Road with no issues arising. She has checked the damaged tree branch overhanging the Millennium footpath and a quotation being sought to remove. Advice given on one large overhanging tree branch at The Paddocks.

Bures Primary School: Cllr Fairbairn, Chair of School Governors circulated a November update to the parish councils.. This has been published on the parish council website for reference.

Bures Common Land Trust: The monthly markets have continued to be well supported and provide valuable income that can be used for other volunteer projects around the village. Bures in Bloom and The Christmas Lights Fund have both benefitted. Up to £1,000 is available for the Jubilee Grove project for the coming year. The recent flooding affected part of the field and the stable shed. For the first time mud was left in the stable shed meaning tables needed cleaning before the market. The barn has been used for many of the Bures Neighbourhood Plan meetings when the Garrad Room is already booked. Visitors from Braintree and RCCE have been impressed by the facility. The trustees welcome enquiries from clubs and societies wishing to hold events but the current objects of the charity do not allow business arrangements. Enquiries relating to financial support for volunteer projects in the village are also welcome.

Bures in Bloom: The income from the twice yearly Art and Craft Fair is now dedicated to Bures in Bloom which will ensure that plants are provided in May and November. Members of the BiB team contributed cakes to the refreshments for the October Art and Craft Fair. The Autumn Winter planting has now taken place. One planter has been moved from Sudbury Road to Nayland Road.

16/11/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda item - to discuss ground rent for Essex Knoll retail users.

17/11/22 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

2023: 26th January – Cllr Monk, 23rd March – Cllr Raymond, APM 27th March – All
AGM 18th May – Cllr Shackell, 27th July – Cllr Baker, 28th September – Cllr Ellis

18/11/22 DATE OF NEXT MEETING

Monday, 16th January 2023 to be held at Bures Community Centre at 7.30pm.

Future dates booked for 2023: 20th March, Joint APM – 27th March, AGM -15th May,
17th July, 18th September

The meeting closed at 9.45pm

Signed:

Chairman

Date: