

**Minutes of the Bures Hamlet Parish Council Meeting**  
**Monday 14<sup>th</sup> July 2025**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs J Child, M Elder, S Keeble-Fox, S Manning,  
R Shackell, M Welch  
**In the Chair:** Cllr R Shackell  
**Also present:** J Wright (Clerk), Cllr J Aries (BSMPC), Cllr D Holland (BDC),  
Cllr P Schwier (ECC) plus 9 members of the public

**01/07/25 APOLOGIES FOR ABSENCE**

Apologies received from Cllr J Chambers (holiday).  
Apologies accepted by all members present.

**02/07/25 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
None received.

**03/07/25 MINUTES**

Minutes of the Annual Parish Council Meeting of 6<sup>th</sup> May 2025 (previously circulated) were duly approved and signed as a correct record.

**0407/25 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

9 members of the public present.

A number of concerns were raised regarding a recent field fire at Jubilee Grove which erupted in the early hours causing much distress to those living nearby on the Cambridge Way Clarion Housing estate. The fire report from Essex Fire & Rescue Service raised the incident as accidental. Both District Cllr Holland, County Cllr Schwier and members of the parish council listened to the tenants concerns. Cllr Holland agreed to contact Cllr Bowers-Flint, BDC Cabinet Member for Housing, Health & Wellbeing noting all the issues raised and request that she encourages Clarion Housing to deliver a resolution.

**County Councillor:** All correspondence between meetings from Cllr Schwier has been circulated. Cllr Schwier reported on the following: Road improvement schemes produced a 40% less calling for pothole repairs plus an increase in white lining and improved signage. New digital bus shelter screens being installed at various locations around Essex. Park & Rides and DigiGo improving connectivity. Local Highway Panels not taking on new schemes to enable backlog to be cleared.

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

**District Councillor:** Cllr David Holland spoke on the Local Government Reorganisation in Greater Essex. It is proposed to have one Elected Mayor and between 3 – 5 Unitary Authorities within a Greater Essex. Cllr Holland stressed that parish councils will be strongly needed and may be given greater powers. He noted on the new grant funding for Rural Businesses and Community Projects. Cllr Holland suggested that the Eastlight Housing garden issues should be reported using the online enforcement tool. Cllr Holland agreed to stay for the remainder of the meeting to give an input on relevant agenda matters.

**1 Bures Hamlet Parish Council meeting minutes 14.07.2025**

**Bures St Mary Parish Council:** Cllr Aries reported on the following: She asked whether BYW25 could be a recreational green lane. Cllr Keeble-Fox to investigate. Cllr Aries has submitted a grant application to Suffolk On Board for the Bridge Street bus shelter project. The BHPC RFO still supporting St Mary Parish Council whilst they still had no Clerk in place. Advertising for a replacement to follow in the autumn. Babergh DC to pursue for 3 unitary councils with Suffolk CC preferring only one. Under the National Planning Framework new indicative targets have been set for Babergh DC. 150 dwellings have been suggested over the next 20 years for Bures St Mary.

### **05/07/25 POLICE MATTERS**

- a) Issues raised with Community Policing Teams:** Police forums are currently being held bi-monthly via Teams. Parish representatives encouraged to attend. Tammy Blest, Essex Fraud Officer to attend the September market. Recent burglaries reported in the parish at Daws Cross and Parsonage Hill. The Safer Essex Roads Partnership team offered to attend parish council meetings to discuss local road safety concerns and how they can support the community.
- b) SpeedWatch:** Cllr Aries advised that she would be holding 2 sessions this coming Friday at Colchester Road. The Suffolk Speedwatch was currently disbanded owing to lack of volunteers.

### **06/07/25 HIGHWAY MATTERS**

- a) Parsonage Hill lighting:** The Chair had found a suitable location however still to be agreed with residents. Costs still being investigated as the Local Highway Panels were not taking on any more projects at the moment.
- b) NEEP application:** Cllr Keeble-Fox and the Clerk continuing with a second resident survey with a view to improve parking issues at Water Lane and Station Hill. Advice had been sought from the NEEP Officer and an application to be submitted prior to the deadline.
- c) Colchester Road/Normandie Way parking:** The NEEP Officer had agreed to include the junction of Normandie Way within the parking application for Water Lane and Station Hill.
- d) Water Lane flooding issues:** Highways attempted to clear the brook with a mechanical excavator but the risks were too high with various cables and pipes crossing the brook. Some debris had been able to be removed however now looking at using a vacuum excavator company to carry out the remaining works. Highways also considering a long term solution of putting in a holding pond further up stream.
- e) Station Hill tree root:** Remains in system. No repair date scheduled.
- f) Safer crossing point:** On hold owing to Local Highway Panels no longer considering schemes for the time being.

### **07/07/25 PLANNING**

- a)** All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting:**  
25/01438/TPOCON No. 16 Station Hill – Tree Warden still to respond on behalf of the parish council.
- c) Colchester Road land sales:** All issues under Enforcement. Application No. 24/02650/FUL for change of use of land from agriculture to equestrian use will now be taken to full planning committee tomorrow. Chair to check again that all caravans have been removed from site as agreed. A sign to be placed on the portaloo requesting it to be removed. Clerk to contact Barney Estates regarding ownership of the riverbank and fishing rights. The bat willows still remained under contract with Fordham Tree Surgeons for a further 2 years.

**d) Jubilee Grove:** Sadly the dead hedging had been destroyed following the recent field fire at the grove. Cllr Keeble-Fox considering whether to continue with further dead hedging or not. A temporary sign erected banning BBQs. A waste bin installed. The W.I. to plant a commemorative tree in the autumn. Members thanked Cllr Holland for his generous £700 councillor award to the Grove project. The wild flower area and scrape pond project was progressing well.

**e) Pine View:** Concerns had been raised regarding the wall however members were now happy following its rendering.

**f) Chambers Bus Depot site:** The decision notice hasn't been issued yet as Rose builders are in the process of agreeing a S106 agreement between the developer and the district/county councils. The various planning conditions will then need to be discharged. It is hoped work should commence on site late summer.

**g) BDC Local Plan Review:** Information can be found on BDC website. The Local Plan Sub Committee met on the 12<sup>th</sup> June to discuss the Bures Hamlet Call for Sites. Both sites were not included in the plan. It was agreed not to follow up a request to establish a permissive path to link Mount Bures to Jubilee Grove following the recent land sales.

### **8/07/25 FINANCE MATTERS**

**Commercial Instant A/C balance: £14,246.87 Community Account balance: £2,893.42**

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

**b)** Bank reconciliation and verifying bank statements dated 2<sup>nd</sup> July 2025 noted, circulated and duly signed by the Chairman and non-signatory member.

**c)** Noted that the bleed kit cost had been met by ECC and therefore no further grant to be provided. Cost of cabinet to be taken from the project budget. Future costs for replacement kits to be budgeted for.

### **09/07/25 AUDIT MATTERS**

**a)** Still waiting on External Auditor's report for year ending 2024/25 – noted.

**b)** Internal Audit Review scheduled for Monday 6<sup>th</sup> October at 6pm via Zoom. Clerk, Cllr Welch and Cllr Keeble-Fox to attend.

**c)** Safeguarding Policy agreed and adopted.

**d)** Data Protection and Information Technology Management Policy revised and adopted.

### **10/07/25 MATTERS ARISING**

**a) Bleed kits:** All 3 bleed kits installed and registered. One entered on each of the asset registers for BHPC, BSMPC and Sportsground. Cllr McCrory to kindly monitor the kits.

**b) Gov.uk domain:** Clerk had circulated a quotation from One Suffolk for a website domain and Gov.uk email addresses. She suggested that this cost could be shared between the 4 committees. Members agreed to proceed. Clerk to follow up with One Suffolk.

**c) Sensors for parish lights:** The Clerk had investigated costs and it was agreed not to proceed.

**d) Information Board:** The information board has been refreshed. Dean Manning is renewing the surround.

**e) Bench:** Members agreed to proceed with the purchase of a new bench for the Millennium riverbank footpath. Cost £750.00 for build, installation and to secure in place.

**f) Bus shelters:** One bus shelter roof had been damaged. It was agreed to leave for the time being. A stone had shattered a glass panel in the second bus shelter. This had been repaired at a cost of £210.00.

**g) Bus shelter clean:** Nigel Norton had been commissioned to do a one off clean of the bus shelters. Cost £110 to clean inside and out, weeding and clearance of tree overhang. Members accepted Cllr Chambers' kind offer to continue to maintain the shelters to a high standard.

**3 Bures Hamlet Parish Council meeting minutes 14.07.2025**

**h) Lamarsh Hill bungalows:** Eastlight Housing has installed sensor long length lights on each of the bungalows to improve the lighting for the residents. The garden issues at No. 21 were now under the Eastlight Housing Officer.

**i) VJ event:** Help was requested with the setting up of this event to be held on the Sportsground. It has been advertised around the village and on Beautiful Bures FB. Everyone is invited to attend (£5 per adult) for a grand BYO picnic with music, raffle, quiz and a Pimms bar. A beacon will be lit later in the evening. 40's dress optional. Please contact Cllr Elder to help.

**j) Emergency Plan** The Clerk has updated the Emergency Plan.

### **11/07/25 JOINT NHP AND JOINT PARISH PLAN 2024-25**

**a) Joint NHP:** The Plan is with the district councils for review.

**b) Joint Parish Plan 2024-25:** Items still ongoing: website/facebook and parish magazine improvements. The Parish Councils to continue with bi-monthly snippets while the future management of the Village magazine is being reviewed by the Parochial Church Council. Parish Plan to be revised later in the year.

### **12/07/25 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

APPG call for evidence on access to nature – an opportunity to stop off-roading – a second opportunity to ask for legislation to protect green lanes – circulated.

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

**13/07/25 REPORTS** - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

**Asset Report:** Cllr Chambers had circulated her report prior to the meeting. Essex Knowle bench needs retreating. Cooper's bench along river path needed retreating. Display board being renewed. Noticeboard cleaned and revarnished. All other assets reported in a satisfactory condition. Clerk to follow up on items raised.

**Cemetery Authority:** Draft minutes of the meeting of 9<sup>th</sup> June 2025 circulated, published and available to view on the parish council website..

**Sportsground Committee:** The draft minutes of the 7<sup>th</sup> July 2025 circulated, published and available to view on the parish council website.

**Community Centre:** Minutes circulated from last meeting to members.

**Rights of Way:** Cllr Shirley Keeble-Fox had circulated her report prior to the meeting and it is available to view on the parish council website. She would investigate whether BWY25 could be closed over the winter months to prevent it being churned up by vehicles.

**Primary School:** The Primary School newsletter had been circulated prior to the meeting and is available to view on the school website.

**Transport:** Cllr Welch had circulated his report prior to the meeting. Chambers and Heddingham Buses has been re-branded as KonectBuses as part of the Go-Ahead Group. The government is in the process of returning national railway services to public ownership.

**Station Adopters:** No report for this meeting.

**Tree Warden:** See Planning applications and decisions.

**Bures Common Land Trust:** Changes being made to the kitchen in the barn. A new lean to shed has freed up space for a walk-in cupboard in the kitchen. Bures Baptist Church to hold another brass band playing event at the September market.

**4 Bures Hamlet Parish Council meeting minutes 14.07.2025**

**14/07/25 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Cllr Welch to attend a First Aid Course on behalf of the parish council. A trail running event that follows the Stour Valley Path is planned for Saturday 9th August. It will be encouraged to divert its route along the section beside Secretaries Farm. Tree at Station Hill reported online for height reduction. Chair to regularly check water quality on behalf of the Essex & Suffolk River Trust.

**15/07/25 DATE OF NEXT MEETING:** Monday 15<sup>th</sup> September 2025 to be held at the Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2025: Tuesday 18<sup>th</sup> November (**re-arranged meeting date**)

2026: 19<sup>th</sup> January, 16<sup>th</sup> March, APM 30<sup>th</sup> March, AGM 18<sup>th</sup> May

The meeting closed at 9.45pm

Signed:

Chairman

Date

