

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 14<sup>th</sup> March 2019 at the Main Hall,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, A Waring, L Alston, J Aries, T Fairbairn,  
S Pentney, M Welch (BHPC), L Parker (BDC), J Finch (SCC)  
**In the Chair:** Cllr Gill Jackson  
**Also Present:** Mrs Jenny Wright (Clerk) plus 4 members of the public.

**1/03/19 APOLOGIES**

Apologies received from Cllr T Saer (holiday) and Cllr J McCrory (stage rehearsal).  
Apologies accepted by those present.  
Cllr Ambrose had resigned from the parish council owing to poor health.

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

To declare any 'Pecuniary' or 'Non-pecuniary' interests and dispensation requests.  
No Register of Interests declared or Dispensation requests put forward.

**3/03/19 MINUTES**

Minutes of the Parish Council Meeting of 17<sup>th</sup> 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 were 4 members of the public present.

The need for repainting of the lines at the junction of Cuckoo Hill was raised. Cllr Finch advised that SCC policy was to repaint only when resurfacing required. However he agreed to submit the request to Highways. The parish council was also asked to address the continuing issues of speed and volume of traffic through the village. Cllr Jackson agreed to look at all options again via the Joint Working Party set up to follow up on parish highway matters.

**5/03/19 POLICE**

All police reports and police meeting dates circulated and available via the Suffolk Police website. No particular matters raised with the Suffolk Police Liaison Officer for reporting. BDC Member's Briefing on County Lines drugs delivery out of areas – circulated and noted.

**6/03/19 HIGHWAY MATTERS**

- a) Bures Bridge closure – works by Suffolk Highways to waterproof Bures Bridge were planned to be undertaken between 29<sup>th</sup> July and 23<sup>rd</sup> August this year. The bridge to be closed to vehicles, but pedestrian/cyclist access would be maintained. Members stressed that good diversion signage for vehicles was extremely important owing to issues with recent local area road closures. Cllr Finch assured that both SCC and ECC were currently liaising on diversion routes and advertising.

- b) Speeding at B1508 – the BDC Waste Management Officer reported that the refuse collection crew had experienced a ‘near miss’ when collecting from Little Bevills, Sudbury Road. Speeding continued to be an issue along the B1508 and traffic calming regularly re-assessed. The Safety Camera Team had made 11 visits with 179 offences during 2018 and the parish council was extremely grateful for their efforts to attempt to reduce vehicle speed.
- c) Sudbury Road hedge cutting – the Clerk had written to land owners whose boundaries stretched along the B1508 to cut back hedgerows under their responsibility. A good response received and all now satisfactory.
- d) 30mph proposals – Alphamstone & 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 indicated that Sat Navs directed traffic along the single track route following the 40mph B1508 restriction. It was agreed to support the initiative although members indicated a 40mph restriction would be preferable.
- e) Church Square disabled bay – repainting work on SCC Highways works programme.
- f) St Edmunds Lane pot holes – repairs on SCC Highways works programme.
- g) Drain cover at school footpath - an emergency temporary repair actioned.
- h) 25 Nayland Road – planned building works had commenced. Some issues raised regarding works vehicles but developer assured members that his contractors would park considerately while works continued.

Cllr Finch had circulated his report prior to the meeting. Main items noted: Funding agreed for Citizens Advice in Suffolk. SCC promoting drop in sessions for those interested in foster caring. Suffolk school travel changes from September 2019. Cllr Finch advised members on the criteria and appeals process for the new policy for school travel. Cllr Aries noted that further advice on volunteer training and costs of equipment was needed before the Speedwatch Team could operate on the approved sites in the parish. Cllr Finch agreed to follow up with Suffolk Police. Regarding the lack of superfast broadband for outlining areas of the parish, Cllr Fairbairn had attempted to collate information on behalf of residents but a poor response from the Suffolk Better Broadband Programme had been received. Cllr Fairbairn had registered with BT Community Fibre Partnership Scheme on behalf of residents in Sudbury Road and suggested other areas appoint a person to register the same.

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

### **7/03/19 PLANNING**

All applications received and comments made – see attached list.

Owing to the various planning matters for both parishes, Cllr Jackson suggested that a joint planning committee meeting could be advisable. In particular application No. 19/00289/OUT Ferriers Farm Barnes was highlighted. Members agreed that a joint planning committee need only be required for highly contentious and major new development applications. Members therefore agreed to respond as individuals to application No. 19/00289/OUT.

There was one planning application requiring a decision at the meeting:

**Application No. DC/19/01169** High Pale Farm – upgrade and replacement of timber framed windows – no objections.

**Other planning matters for reporting on:**

**Appeal Notice APP/D3505/W/18/3215428** Cuckoo Hill site – the pending Appeal to be determined by an Open Public Inquiry with date and venue still to be agreed with the Inspector.

**Application for 5 No. Lawful Development Certificates** Cuckoo Hill site – all refused.

Appeals submitted by Stemar Group for all plots with the exception of Plot 5.

Cllr Parker advised that these appeals would be considered collectively by the Planning Inspectorate with the earlier submitted appeal for the site.

**Pavement at Cuckoo Hill:** Works had been undertaken along the access path to the site which had not been completed and remained a hazard to pedestrians. However until the pending Appeal for the site was concluded then members did not foresee any action being taken by the site owner.

**Appeal Inquiry APP/Z1510/W/3207509** Land at Colchester Road, Bures Hamlet – 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 Braintree DC Asset Management Team for consideration.

**Garage site** - Application No. 18/02253/OUT – still pending and recommended to be considered by Delegated Officer.

The following Enforcement Cases were reported on:

**Enforcement Case 17/00321/COU** Knowle House (formerly Chambers Bus Yard) – this case had been ongoing for several months resulting in the conclusion that a material change of use from Sui Generis to Class B1/B2 had occurred and therefore a breach in planning control. Retrospective planning permission still to be applied for. Consultants continuing to progress the required noise survey, however the Enforcement Officer agreed the process needed to be expedited.

**Enforcement Case 18/00262/COU** Rainbow Field, Arger Fen Road – the Investigating Officer regularly visiting the site. Under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Officer to provide further updates as works progress. Clerk to follow up.

### **8/03/19 BURES PARISH ACTION PLAN**

Three Joint Working Parties had been set up for Highway, Retail and Street Light issues. Progress had been slow but an update would be presented at the forthcoming Joint APM. 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. Members agreed that support for small businesses in the village was highly important. Signage for key village amenities to be considered by the Highways Working Party.

### **9/03/19 MATTERS ARISING FROM PREVIOUS MINUTES**

#### **a) Pikes Marsh estate:**

**BDC Lease** - licence being drawn up with the Legal Department to transfer play area to the parish council. BDC still pursuing outstanding obligations from the developers which continued to delay the transfer of the land to the parish council. Cllr Parker following up via Suffolk Legal on behalf of the parish council.

**S106 contributions** – although the contributions had still not been released, Cllr Parker confirmed that they were secured for the play area improvements. Further S106 contributions confirmed as available for parish use. Project bids could also be made towards the SCC CIL contributions. Members agreed to consider project options for discussion at the next meeting in May.

**Footpath and ditch** – the Clerk had agreed various grounds maintenance works with the parish contractor for the ditch and footpath to generally tidy the area.

**b) Elections 2<sup>nd</sup> May 2019** – election leaflets had been distributed to all households in the village. The Clerk had circulated nomination forms and guidance notes to all those interested. Cllr Parker advised that owing to the new Ward boundaries he would no longer be the District Councillor for Bures St Mary. The new Ward for the parish being Nayland with Wissington and Stoke by Nayland.

**c) 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.

**d) Speed Watch Scheme** - this matter had been discussed previously at Agenda No. 6.

**e) Superfast Broadband** - this matter had also been discussed previously at Agenda No. 6.

**f) Social Media event** - the Clerk had attended a free event held at Causeway House, Braintree. Social Media was considered 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.

**g) Member surgeries** – this was to be a joint initiative with BHPC. It was agreed to hold regular Member surgeries at the Bures Markets during the coming year.

**h) Joint Emergency Plan** – ongoing with the Clerk and BDC.

**i) Walks leaflet** – grants had been received from both Braintree DC and SCC to cover production costs of the walks leaflet. Cllrs Jackson and Aries to liaise on preferences for which walks best to be included..

**j) Waste issue at Fysh House Farm units** – the Clerk had discussed the issue with the landowner and matter now being followed up with the Environmental Health Officer.

**k) Housing energy at Eves Orchard:** Cllr Parker had followed up on the concerns of residents regarding the process for installing new heating systems at the properties. SSE Energy were happy to assist with any tenant housing issues.

**l) Parish contractor works:** Works list circulated to members. (Attached).

Cllr Parker noted to members that this was his last meeting as District Councillor for Bures St Mary. Members thanked him for all his hard work given to parish matters during his term of office. **Cllr Parker then left the meeting at this point.**

## **10/03/19 GROUNDS MAINTENANCE CONTRACTS**

3 tenders had been received for consideration.

It was unanimously agreed to accept GV Tree and Garden Services tenders for both Grounds Maintenance and Street Cleansing contracts. Both contracts to run for 2 years commencing from 1<sup>st</sup> April 2019.

## **11/03/19 FINANCE**

Business Access A/C balance: £14,251.45

Community A/C balance: £3,988.21 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 12<sup>th</sup> 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.
- e) Bank Mandate Signatory Change confirmed – noted.
- f) CAS free membership 2019 renewed.- noted.
- g) BDC Street Lighting Maintenance & Energy Inventory charges – circulated and noted.
- h) ICO Data Protection Certificate 2019 renewed – noted.

### **12/03/19 DONATIONS**

All donation requests received throughout the current financial year were put forward for consideration. It was agreed to give the following donations:

AONB £100, Ferriers Barn £100 and Bures Scout Troop £500. It was also agreed to make a £200 contribution towards Bures PCC parish magazine production costs. The Clerk would enquire whether the proposed review for making the magazine available to all residents via online access had been followed up by the PCC.

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

### **13/03/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

All the following documentations have been circulated and noted:

LTN 9E Handling Complaints

### **14/03/19 CORRESPONDENCE**

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

Details of the Great British Spring Clean – a spring parish litter pick had been arranged.

Town & Parish Liaison meeting held on 5<sup>th</sup> March – Cllr Fairbairn & Clerk attended.

Assington Parish Council had also attended and were complimentary to Cllr Fairbairn for his questions from the floor.

BDC Community Strategy Consultation

Statutory School Age School Travel Policy and travel changes from September 2019

BDC Notice of new CIL Bid (No. 3) 1<sup>st</sup> May to 31<sup>st</sup> May 2019

Information on Digital Mapping Event run by Pear Technology held at SALC

Legal Briefing highlighting GDPR – commenting on planning applications

Suffolk Care Service Directory 2019 – free Directory

Report from Babergh Alliance on meetings with BDC

### **15/03/19 REPORTS**

Cllr Jackson suggested to members that the ROW, Station Adopters and Primary School reports should be put on the website. Clerk agreed to action.

**Assets Report:** Cllr Waring apologised to the meeting for not submitting a report. He would action and circulate to members as soon as possible.

**Bures Hamlet PC:** Cllr Welch reported: A site meeting had been held to consider options for traffic calming measures and pedestrian safety from the Mount Bures junction into the village. JPB Landscapes tender had been accepted for the 2019/20 Grounds Maintenance contract to commence on 1<sup>st</sup> April. Joint member surgeries had been agreed. Pending garage site application to be considered under Delegated Officer decision. The parish council had agreed to cease giving annual charitable donations.

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

**Cemetery:** Cllr Aries reported: A site meeting had been held early March. Under tree management, advice to be sought regarding the condition of the 2 Scots Pines. Bulb planting planned for the autumn. New paths in extension area currently being laid. JPB Landscapes to continue as Cemetery Contractor with 2 separate 2 year contracts agreed commencing 1<sup>st</sup> April.

**Sportsground:** Cllr Jackson reported: Grant application for a new roundabout had been successful. Project now progressing. Old roundabout spindle removed and area temporarily secured. Cllr Welch to complete a mid-term report to ECC on the progress of the project. Tennis court surfacing to be deep cleaned. Repainting of lines and installation of pickleball courts agreed. Work scheduled for mid-April. Carnival procession time moved back to hopefully avoid issues with a wedding and cricket match being held on the same day.

**Community Centre:** Mr Underwood kindly presented a report in the absence of Cllr McCrory. New heating system in place and working efficiently. Gas connection to be removed and a new electric cooker to be installed in the Garrad Room kitchen. Lettings Secretary stepping down and adverts for the post in hand. Letting fees to be reviewed.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting.

Wooden footbridge at Assington Brook had been inspected with works added to SCC Capital List for replacement as a priority. Various damaged waymarkers and finger posts had been reported for repair. All footpaths in the parish had been checked and found sound and passable.

**Transport:** A report from the Station Adopters had been circulated. Monthly working parties well supported. A promotional stall at the station planned for the Open Gardens weekend in May. Much needed station water supply still being followed up.

**Tree Warden:** Ken Jackson had circulated his report. A working party to meet at the Community Woodland to do some spring pruning. Several mature oak trees locally appear to be suffering a die-back disease so please inform the Tree Warden if you become aware of one.

**SALC:** No parish council representative appointed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

**Primary School:** Cllr Fairbairn had circulated his report as 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 3<sup>rd</sup> April.

**Bures Common:** Markets continuing to be extremely successful. Market dates available online.

## **16/03/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Next Agenda items - to consider re-print of riverbank interpretation boards and Social Media.

## **17/03/19 DATES FOR REPRESENTATIVES AT BHPC MEETINGS**

2019: Joint APM 18<sup>th</sup> March – all members. AGM 13<sup>th</sup> May – Cllr Jackson.

## **18/03/19 DATE OF NEXT MEETING**

Joint Annual Parish Meeting: Monday 18<sup>th</sup> March 2019 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: AGM 16<sup>th</sup> May, 18<sup>th</sup> July, 19<sup>th</sup> September.

The meeting closed at 9.45pm.

Signed:

Chairman

Date