

**Minutes of Bures St Mary Annual Parish Council Meeting  
Tuesday 16<sup>th</sup> May 2023 at Bures Community Centre,  
Nayland Road at 7.30pm**

**Present:** Cllrs J Aries, E Ellerbeck T Fairbairn, G Jackson, J McCrory,  
L Norton, M Welch (BHPC)  
**In the Chair:** Cllr J Aries  
**Also present:** Mrs J Wright ( Clerk)

**01/05/23 ELECTION OF THE CHAIR**

It was resolved that Cllr Aries be elected as Chair and the Declaration of Acceptance of Office was duly signed.

**02/05/23 APOLOGIES FOR ABSENCE**

Apologies received from Cllr S Cook (personal).  
Apologies accepted by all those members present.  
Apologies also received from Cllr J Finch (SCC) and Cllr I Reece (BDC).  
The Chair welcomed new member Cllr Ellerbeck to the Parish Council.

**03/05/2023 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office duly signed by those members elected to stand Office. Consent forms to receive electronic summons duly signed.

**04/05/23 CO-OPTION OF NEW MEMBERS**

There are two vacancies but no interest received as yet. Cllrs agreed to approach potential individuals in the community.

**05/05/23 ELECTION OF OTHER OFFICERS**

Cllr McCrory nominated as Vice-chair and she duly accepted.  
Cemetery Authority: Cllrs J Aries, S Cook, E Ellerbeck, J McCrory  
Sportsground Committee: Cllrs G Jackson, T Fairbairn, L Norton  
Community Centre: Cllr J McCrory  
SALC: Cllr T Fairbairn  
Tree Warden: to be confirmed with Mr K Jackson  
PRoWs: Cllr J Aries  
Planning: All members  
Health and Wellbeing: Cllr J McCrory and the Clerk  
Legal: Chair and Clerk  
Primary School: Cllr T Fairbairn  
Emergency Co-ordinator: Clerk  
First Aid: Cllr J McCrory  
Highways: Cllrs J Aries, T Fairbairn, G Jackson - to be a Joint Working Party with BHPC nominated members.

### **06/05/23 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

The Clerk advised all members that their Register of Members' Interests must be completed and returned to the Monitoring Officer at BDC within 28 days and all members were responsible for their disclosures. All completed registers will be available to view on both BDC and Parish websites.

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests. No Register of Interests declared or Dispensation requests put forward.

### **07/05/23 MINUTES**

Minutes of the Parish Council Meeting of 23<sup>rd</sup> March 2023 were duly approved and signed as correct records (previously circulated).

Minutes of the Bures Annual Parish Meeting of 27<sup>th</sup> March 2023 were received and noted (to be duly signed at the next APM 2024).

### **08/05/23 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present. No County or District Cllrs present.

Cllr Welch reported for Bures Hamlet that the last meeting was held on 20<sup>th</sup> March 2023. No new issues to report. Waiting on a decision regarding the Trigger for Article 4 on the Ferriers Farm Barns planning application. No further work to report on the former garage site - hairdresser's salon still to be demolished and a conifer removed from neighbouring garden. Weeding and planting work on Station Hill gardens continues. Bench is to be repositioned.

### **09/05/23 POLICE**

**a) Matters raised with Community Policing Teams:** A virtual meeting with Essex and Suffolk Police and the Babergh Community Safety Officer was held to discuss management of potential ASB issues over the summer (minutes circulated). Cllr G Jackson has consulted with Frontline - a private security firm - to explore costs and the possible provision for occasional patrols on a 'when needed' basis. A further meeting to be arranged. Cllrs J Aries, G Jackson, R Shackell and M Welch to attend. The Sportsground Committee has agreed an initial payment of £200 for some trial patrols. Clarification on the criteria for a call-out and to be made by whom was requested. These details to be confirmed following a meeting with Frontline representatives. It was queried if the ASB Dispersal Order could be initiated again this year. Cllr Ellerbeck to investigate the police position on this. The Sportsground Committee has discussed security arrangements for the Bures Music Festival.

**b) BSM Speed Watch:** Cllr Aries reported that the team remains short of volunteers but still managing several shifts per week.

### **10/05/23 HIGHWAY MATTERS**

**a) St Edmunds Lane and Sudbury Road surface water:** Pothole and standing water near Walnut House on Sudbury Road have been repaired. The standing water on the B1508 by Great Bevills remains. Cllr Fairbairn to report this again to Cllr Paul West, SCC Highways. SCC Highways responded that the blocked drain and standing water on St Edmunds Lane by White Lodge would be monitored but no action required. This issue has been reported online once more. The surface leak, believed to be a displaced

spring, outside Pilgrim's Rest on St Edmunds Lane is to be further investigated following a report sent directly to Cllr Paul West, SCC Highways, and input from Cllr I Reece(BDC). Members feel that further patching will not resolve the problem and that underground exploration is required.

**b) Speeding at Smallbridge Entry/Wormingford Bridge:** The bridge is the responsibility of Essex CC and the approach to the bridge from the Suffolk side is in the parish of Nayland with Wissington. Wormingford Parish Council to be made aware of the issue.

**c) 30mph Nayland Road:** No update on the request to extend the 30mph zone to beyond Mill Cottages. Latest SID data indicates some isolated incidents of excessive speeding at this point over the two-week monitoring report.

**d) Dropped kerb at Scout Hut:** Cllr Finch had previously confirmed that costs to be met from his Councillor Locality Budget. It has now transpired that the Scout Group instructed the contractors, Wiles, to carry out work on the dropped kerb during the summer of 2022 and paid £1000 from Scout funds. However, the problem has not been resolved. Awaiting an update from Cllr Finch.

**e) Quiet Lanes Suffolk:** Cllr Aries reported Wave 4 signage to be collected from Ipswich Highways depot 18<sup>th</sup> May and they will be installed by the Parish Contractor shortly after.

**f) Hollow Lane passing place:** One vehicle remains parked in the passing place. No Highways sign installed yet but notices were put on both vehicles requesting that the passing place be kept free. The second vehicle is now being parked on the Bures Green island. Situation to be monitored.

**g) ANPR B1508 request:** Application submitted for Sudbury Road.

Location – approaching Bures near Little Bevills. Still awaiting approval.

**h) Surface water issues at Eves Orchard:** No update available on Cllr Finch's visit re: discussion about the issues with the resident concerned at the property 'Rylenko'. No further flooding reported.

**i) B1508 road bridge repairs:** Awaiting repairs to the damaged bridge barrier. Temporary barrier remains in situ as a metal fabrication engineer has still to be instructed to undertake the work.

### **11/05/23 NATIONAL GRID BRAMFORD TO TWINSTEAD**

National Grid has notified the parish council of its first stage application to the Planning Inspectorate (pre-application) to establish whether it meets the required standards to continue through the infrastructure planning process.

### **12/05/23 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Garages, MUGA project and off-street parking solutions:** Cllr Barrett (BDC) was informed that there is no funding to support the MUGA project and suggested that the Primary School and the Parish Council should seek alternative funding. Additionally, there is no funding to address the off-street parking around Claypits Avenue. Residents have been informed that BDC will not progress this proposal any further. Concern was expressed that future electric car charging provision for these properties would prove difficult without some arrangement for off-street parking and that this issue should be revisited.

**b) Review of grit bins:** All grit bins remain extremely low on grit. The site for the additional grit bin at the top of Tawneys Ride still to be approved by Highways SCC and the container is still to be ordered.

**c) King's Coronation celebrations:** This was a very successful weekend, enjoyed by a large number of the community. Sunday morning open air Church service and activities, on the Common, went ahead as planned on 7th May. There were activities for all the family arranged for Monday Bank Holiday, brilliantly led by Claire Swann and Gill Jackson. Two thirds of the commemorative coins were given out to children of the parish aged 16 and under. Some remain to be collected or sold. The Eight Bells P.H. arranged a band for Sunday evening and the £300 proceeds were donated to Macmillan Fund. The Parish Council thanked all those involved who helped to make this such a memorable occasion.

**d) Wind Whistle Ridge bench replacement:** Awaiting a decision from the insurance company who are considering our claim based on the theft of the bench. Contributions towards its replacement have been received from members of the public.

**e) To follow up on Health and Wellbeing matters:** It was suggested that an event could be arranged to address Dementia Awareness. This could possibly be included at the C360 Road Show for Loneliness and Social Isolation to be held on the Common during the week June 12<sup>th</sup>-16<sup>th</sup>. Date still to be confirmed.

**f) To discuss reducing the number of reports submitted at Agenda No.17:**

The following report rota was agreed:

Cemetery – twice a year

Sportsground – minutes circulated

Community Centre – minutes circulated

PRoW – only if significant issues arise

NHP- minutes circulated. These must be accepted by the Parish Council members.

Station Adopters - Bures Hamlet Parish Council to report

Tree Warden – via planning applications and decisions

SALC - continue to submit reports of SALC forums

Primary School - continue to submit reports to each Parish Council meeting

Bures Common - Annual report only

Bures in Bloom - not required

Good Neighbour Scheme – not required

Vulnerable Persons Scheme - Clerk to follow up with Kryshia Fuller to share information and to include Cllr McCrory as part of the Health and Wellbeing responsibility.

**g) Bus shelter repairs:** The damaged bus shelter remains securely scaffolded in place. It was discussed as whether to remove the overhead canopy, completely remove the structure or leave as it is until the financial situation improves. Cllr Norton and Cllr Ellerbeck to investigate if repairs can be carried out at a reduced cost. It was suggested to apply to the Bures Music Festival in July for funding.

**h) Management of SID:** Bures Hamlet to discuss if they wish to share the use and costs of managing the SID at their next meeting. Essex Highways approval will be required to agree on acceptable sites. In the meantime, it was agreed to reduce the changeover of the SID from fortnightly to monthly. The SudburyTown Council Warden has confirmed that the register of the device can be reduced to a reading of 27mph – 40mph to conserve the battery charge over a month. Cllr Ellerbeck volunteered to take on management of the device if training could be arranged. Cllr Aries to consult with the Sudbury Town Council Warden.

**i) Litter picking rota:** Cllr Jackson has approached volunteers from the previous year's team. Ten persons said they were prepared to continue. More volunteers can be sought when and if the need arises. It was suggested to include the Bures Common to be cleared of litter as this is widely used by visitors to the river and customers from the Deli and Roses stores.

**j) BDC Trees, Hedgerows and Wildflowers Scheme:** Notices advising the public of the initiative to be put up this week on areas which are to be left unmown. A letter of complaint

from a resident has been sent to the Chairs of Bures Hamlet, Bures St Mary and the Sportsground Committee suggesting that recent grass and verge cutting in the village is 'out of step' with the rest of the country. The Parish Council does not have a Biodiversity Policy in place. The Chair will investigate. The Parish Council has signed up to the Tree Charter Principles, the Friends of the Earth 20 actions for Parish Councils and a no chemical weed spraying agreement across the village. A response has been drafted to the letter of complaint and will be circulated for comments.

**k) Parish Contractor works:** Works list circulated to members. Costs are increasing. The contractor's contract needs to be amended. It was suggested that some street waste bins could be removed (Magpie Cottage/High Street). The lay-by cuts and litter-picking at Clicketts Hill and the Sudbury Road (£68 per month) to be withdrawn and volunteers to monitor these areas. The removal of the dog waste bins was suggested but members rejected this proposal. It was noted that ground maintenance costs will need to be monitored very closely.

### **13/05/23 PLANNING**

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

**b)** No applications requiring consideration at the meeting:

**c) Former Chambers bus depot site:** Ground investigation work has revealed some contamination. Rose Builders agreeing a method statement with BDC and the Environment Agency on how best to deal with this. There are also some structural issues being investigated at Knowle House (the main brick building) as there has been some subsidence. All of these factors are delaying start of the build.

**d) Plots 5 & 6 Cuckoo Hill:** No response has been received to enquiries about remaining works to complete drainage and surfacing of the access to the Apple Tree Mews site. Plot no. 6 now occupied and no. 5 apparently sold. Clerk to check if there is any remaining CIL money due from this development.

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

**e) Other planning matters for reporting on:**

**Ferriers Farm Barns:** Awaiting the decision on the request to trigger Article 4.

**Jubilee Grove:** The Explorer Scouts recently applied mulch around the trees. The 'no parking' marked in front of the large gate to the Grove is not sufficient and needs extending to the width of the gate. Resident parking has been an issue. Estate Manager contacted. Clarion Housing cannot repaint the existing lines but agree that the Parish Council can arrange and pay for this to be done if they wish. Clerk to follow up on the parked motorhome and an adjacent property which is currently housing a large number of animals.

**Vacant garage site:** Old hairdresser's building not yet demolished. Tree clearance still to be carried out.

### **14/05/23 AUDIT MATTERS**

Members noted the findings of the Review and the effectiveness of the system of Internal control held on 10<sup>th</sup> October 2022 and that no actions were advised.

**a)** The Internal Auditor's report 2022/23 was noted with no matters raised.

**b)** The Annual Governance Statement 2022/23 was approved by resolution and duly signed.

**c)** The Annual Accounting Statement 2022/23 was approved by resolution, duly signed and dated

**d)** All members present renewed their pledge to adopt the LGA Councillor Code of Conduct.

**5 Bures St Mary Annual Parish Council Meeting Minutes 16.05.2023**

- e) The following policies were reviewed and adopted:
- f) Standing Orders - Cllr Fairbairn raised an objection to the use of the male pronoun throughout the document. He did not give his approval.
  - Financial Regulations
  - Data Protection and Information Management
  - Risk Assessments
  - Publication Scheme
  - Complaints Procedure
  - Equality and Diversity
  - Co-option
  - Health and Safety
 Remaining policies to be reviewed in September 2023.
- g) Matters to agree and approve:
  - Appointment of Internal Auditor and Fees for 2023/24. The current Internal Auditor has informed the Clerk that she will not be continuing as the Bures St Mary or Sportsground Committee Internal Auditor. Chair to follow up on a possible replacement.
  - Date for Internal Audit Review Checklist. In view of the above, no date was set.
  - Accounts available for sale for £5 agreed.
  - Asset Register noted.
  - Minor Works Preferred Builders List noted.

#### **15/05/23 FINANCE MATTERS**

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 3<sup>rd</sup> May 2023 – noted, circulated and duly signed by the Chairman and non-signatory member.
- c) Clerk/RFO appointment follow up for BSMPC and Sportsground Committee. Of the three potential interested persons to date, one has been offered a post elsewhere and one withdrew her interest as the salary offered was too low. The Parish Council considers it falls within NALC's Profile 1, recommending a salary scale up to £13.95 per hour. The third person has submitted an application form. A date for an interview will be arranged following the AGM.
- d) Clerk's appraisal form: to be considered at a later date. A Leaver's appraisal form will be required when the Clerk retires.
- e) To re-confirm agreement of electronic BACS payment. Concern was expressed that there needs to be a more robust procedure authorising BAC payments. Clerk to follow up with the bank.
- f) Four signatories agreed to authorise payments – Cllrs J Aries, T Fairbairn, G Jackson and L Norton.

#### **16/05/23 CORRESPONDENCE**

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

- Grants available for charities and community groups
- Information on Government's decision to increase the number of empty homes to be brought back into use
- Details of £30,000 grant funding available to community projects
- Dedham Vale event-Wild in the Stour Valley -2<sup>nd</sup> June at Friars Meadow, Sudbury.

## 17/05/23 REPORTS

**Assets Report:** Cllr McCrory presented her report at the meeting. All assets in a satisfactory condition. Wind Whistle Ridge bench needs to be removed from the Asset List following its theft.

**Cemetery Authority:** The Bures Scouts have agreed to clean the cemetery gates and benches and a donation will be made to the Troop.

The Woodland Trust hedge whips which were planted at the beginning of March are doing well but still require their protective covers to prevent muntjacs from stripping off the tender new leaf growth. Peat-free mulch is being applied to help the whips continue to flourish during a possible hot and dry summer. Still awaiting the installation of additional supports for the upright posts to the rear chestnut boundary fencing which, as previously reported, is in a fairly dilapidated condition. Two signs have been erected to inform visitors that a 'wildflower meadow' is planned for the open lawn area in the old section. The grass will be left uncut until the autumn to see what wildflowers are already present with a view to introducing other varieties next year. Signs will now be attached to the main and rear gates prior to a funeral taking place. This is to ensure unobstructed vehicular access for the funeral cortège.

**Sportsground Committee:** The draft minutes of the 11<sup>th</sup> May have been published on the parish council website and are available to view.

**Community Centre:** Cllr McCrory had circulated her report prior to the meeting. Rear toilet walls to be tiled to prevent soap and water splash marks. The heating engineer visited over Easter and the heating does work properly. The controls must be kept at the temp and time setting preset otherwise the heating won't be consistent. Committee members have kindly been out weeding and clearing round the hall. Lettings remain very good. Noah's Ark are considering a summer school to be held on certain days through the summer holidays which will keep the centre in use even more often. The accounts have been passed by the internal auditor. The centre still needs a new treasurer.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website.

**Joint Neighbourhood Plan:** The minutes of the Steering Group meetings on 21<sup>st</sup> March, 3<sup>rd</sup> April and 19<sup>th</sup> April were circulated and accepted by the members. The third draft of the Plan has been shared with the Parish Councils and the Steering Group are hoping for lots of constructive feedback.

**Joint Parish Plan 2022-23:** To be reviewed July 2023

**Transport:** Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website.

**Tree Warden:** Nothing for reporting.

**SALC:** Cllr Fairbairn and Cllr Aries attend the online area forum and notes, rather than minutes, available on the SALC website and are circulated to all members for information.

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

**Bures Common Land Trust:** The Common was the setting for the Bures community events to mark the Coronation of King Charles III. On Sunday 7<sup>th</sup> May St Mary's Church and the Baptist Church held a joint open air service followed by refreshments. On Monday 8<sup>th</sup> May a Coronation Fayre was held. Community groups all took part. A competition to be King and Queen and Archbishop for the day led to the crowning of George Longdon and Penny Robinson with Huck Robinson taking the role of Archbishop. The Bures dragon,

created by Claire Swann was brought to life by a group of children winding their way through the crowds.

**Bures in Bloom:** Plants will be replaced for the Summer season on 25<sup>th</sup> May. BCLT are providing the funds for this.

**18/05/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Next agenda item – Clerk’s Appraisal

Cllr Fairbairn gave his apologies (on holiday) - 27<sup>th</sup> July.

Cllr Ellerbeck gave his apologies – 27<sup>th</sup> July.

**19/05/23 DATE OF NEXT MEETING**

Thursday 27<sup>th</sup> July 2023 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked: 28<sup>th</sup> September 2023

Future dates agreed: 23<sup>rd</sup> November 2023

2024: 25<sup>th</sup> January, 21<sup>st</sup> March, APM 25<sup>th</sup> March, AGM 23<sup>rd</sup> May

The meeting closed at 10.10pm

Signed:

Chairman

Date