

**Minutes of Bures St Mary Parish Council Meeting
Thursday 16th January 2020 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs L Alston, J Aries, T Fairbairn, G Jackson, J McCrory, S Pentney, T Saer, B Warren, R Shackell (BHPC), Cllr M Barrett (BDC), Cllr J Finch (SCC)

In the Chair: Cllr Gill Jackson

Also Present: Mrs J Wright (Clerk) plus 2 members of the public

1/01/20 APOLOGIES FOR ABSENCE

All members present. Apologies received from C Frewin and C Walters (KBB)

2/01/20 VACANCY ON PARISH COUNCIL

One expression of interest received. Mrs Susan Sills was duly co-opted on to the parish council and invited to join the table. The Declaration of Acceptance of Office was duly signed.

3/01/20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests. Cllr Saer declared an interest in Items 8 (c) Enforcement Case Knowle House, 10 (a) Parking issues and 10 (d) Christmas Lights scheme. Cllr Warren declared an interest in Item 10 (d) Christmas Lights scheme. No Dispensation requests put forward.

4/01/20 MINUTES

Minutes of the Parish Council Meeting of 21st November 2019, (previously circulated) were approved and duly signed as a correct record.

5/01/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There was one member of the public present.

K Butcher remarked on the recent Cuckoo Hill Oral Hearing and thanked the parish council for its input. He also drew attention to 2 fundraising events planned to raise funds to clear KBB's outstanding legal costs arising from the Oral Hearing.

District Cllr Barrett reported on the following: No Full Council meeting had been held owing to the recent MP Elections. BDC to apply a £70 penalty for Council Housing tax fraud. BDC proposing an increase in Council Tax of approximately 3% for a Band D property. County Cllr Finch's report had been circulated. In particular reference made to the following:

Suffolk Fire and Rescue Service rated 'Good' for its effectiveness, efficiency and how it leads and manages staff. SCC investing a further £10m in the Suffolk Better Broadband Programme to enable 98% of all Suffolk properties to be connected. SEND provision - an additional 168 new specialist placements to be made available for children and their families in Suffolk from September 2020. Parking patrols in Suffolk to be managed by District and Borough Councils in a bid to improve parking locally and drive down nuisance and unlawful parking in towns and villages across Suffolk.

Fostering and Adoption sessions to continue during 2020 at Bures, Nayland and Boxford. Cllr Finch agreed to enquire if Nursery Funding Rates could be improved as the recent increase, less than the current inflation rate had raised concern.

6/01/20 POLICE

- a) All police reports and police meeting dates circulated and available via the Suffolk Police website. PCC precept proposals circulated and noted.
- b) Clerk following up on the Evidence Based Policing Project with Sgt Allard.
- c) Police in regular attendance at the Saturday Markets. No other issues raised by members for following up by the Parish Liaison Officer and CPT.
- d) Cllr Aries reported that she was still waiting on a response from Sgt Allard regarding her request to share use of Speed Watch equipment with Essex. Police speed checks being held monthly at Sudbury Road.

7/01/20 HIGHWAY MATTERS

- a) Footpath from Nayland Road to Pikes Marsh – the Chairman suggested that this item should be referred to the Street Lighting WP to consider options. It was noted that the 3 parish bollards at Eves Orchard were of low standard and any replacement costs to be met by the parish council. Clerk to discuss with SCC Officer for future options. Pikes Marsh lighting remained under the Estate Management Group. Cllr Finch advised that the lights would need to be fully upgraded before SCC would consider adoption. Clerk to contact Management Group to discuss the matter.
- b) 20's plenty signs – Cllr Aries had distributed 20's plenty signs to properties along Nayland Road to attach to wheelie bins.
- c) Pothole reports – Sudbury Road pothole repaired. Potholes at Smallbridge awaiting repair. Hollow Lane potholes being monitored. The Clerk to add the reporting tool link on the parish council's website and to note this on the local facebook page. Cllr Aries raised a resident's concern regarding mud deposits on the footpath at end of the Croft. Cllr Finch agreed to follow up.
- d) Cllr Finch asked members to forward him any traffic issues arising from the recent closure of the A134 for Anglian Water maintenance works.

Cllr Finch left the meeting at this point.

8/01/20 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting: None.
- c) **Other planning matters for reporting on:**

Cuckoo Hill Oral Hearing: 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. The Heritage Team reports considered unfavourable. Plots 1 – 4 were now for sale following planning approval. The Clerk referred to the BSMPC Finance Report and confirmed that the KBB fund account had been closed with all legal fees paid and VAT claim received.

Cuckoo Hill Appeals: The Chairman reported to members that she had confirmed with BDC that all appeals would be heard by the Planning Inspector on April 21st. However it was not clear if the 7 appeals would be heard individually. Venue still to be confirmed.

Cllr Jackson suggested the parish council should focus on Heritage and asked whether members considered the parish council should pay for 'written expertise' to strengthen its Heritage case. KBB suggested it may focus on site access and may consider paying for a written report.

Cllr Alston offered to prepare a background history of White Horse House to support the parish council's response. It was agreed to hold an Extraordinary Meeting when members were in receipt of the Inquiry timetable. The Chairman stressed the importance of the parish council, residents and District Council working together.

It was agreed to move forward Item 10 (a) to allow Cllr Barrett to give an input prior to her leaving the meeting.

10/01/20 (a)

Parking/garage issues at Beaumont Close/Claypits Avenue

Parking issues being dealt with directly by BDC Officers.

The Chairman asked if Cllr Barrett could follow up on the Retail Working Parties' suggestion that the vacant garages at Tawneys Ride could be let out as business starter units. The Primary School was also needing to expand and hoped to make use of land to the rear of the school. Residents would be consulted. Cllr Barrett advised that BDC would require evidence of need as BDC may identify the site for housing. She agreed to investigate all options and report back to members at the March meeting.

At this point Cllr Barrett left the meeting.

8/01/20 PLANNING – cont'd

Land to rear of Cambridge Way: A BDC Public Consultation for the use of Brook Field Grove was scheduled to be held early 2020. All Key Stakeholders to be included in the Consultation. Chairman suggested that Bures Transition Group and BCLT liaise with BHPC to action a resident letter drop putting forward preferred options for use of the land.

Garage site: It was noted that the garage site was no longer up for sale. The Joint Retail WP had considered the site ideal for re-development into retail outlets. The Chairman suggested contacting the owner to see what he considered was causing the delay to the development of the site.

The following Enforcement Cases were reported on:

Enforcement Case 17/00321/COU Knowle House (formerly Chambers Bus Yard) – a retrospective planning application had been submitted for change of use to Mixed Use of B1, B2, B8 uses (Employment and Residential). Objections raised by the parish council. Chairman to gain advice from Burkitts Planning Team to strengthen the parish council's response at the pending BDC Planning Committee meeting.

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. Ongoing.

Barns at Over Hall – the BDC Heritage and Design Officer was investigating whether the barns at Over Hall should be included on the Buildings at Risk Register. However the barns had been recently badly damaged by fire and the owners were now gaining advice from the Heritage Officer.

9/01/20 BURES PARISH ACTION PLAN WORKING PARTIES

- a) Highways & Parking:** The WP had resolved to concentrate on speeding, parking, signage and crossing points. The Chairman investigating village gateway signs. She had requested a site visit from Glasdon UK to look at options for a suitable sign for Nayland Road. Cuckoo Hill parking, crossing point at primary school and Community Centre direction sign agreed to be removed from WP agenda.
- b) Retail:** The supply of walks leaflets at the post office had been well received by residents. It was agreed to discuss with the Post Master if other such tourist items could be offered. Bank House – no further update. Second floor of Central Stores currently leased and occupied. Sworders Estate Agents leasing the ground floor and hoped to commence business shortly. It was suggested to explore the possibility of offering the Committee Room to the local newsagent to rent as a temporary site following the closure of Bridge Stores. Retail WP to arrange a further meeting.
- c) Street lighting:** WP to arrange a site meeting to look at lighting at Parsonage Hill and Eves Orchard.
- 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. It was agreed to gain feedback on the Action Plan Summary at the Joint APM in March and review again at the AGM in May.

10/01/20 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Parking issues:** Discussed previously with Cllr Barrett following Agenda Item 8..
- b) Pikes Marsh play area:** The parish council still waiting on the transfer of land from BDC. Cllr Barrett following up. BDC had agreed that the S106 Contributions made available from the build of Pikes Marsh would be set aside for use against the fencing project at the sportsground.
- c) Walks leaflet project:** The Walking in Bures leaflet project financed by the AONB had been completed. Leaflets now in general circulation. Information board installed. Grants had been secured from SCC Locality Budget and the Braintree District Councillor Community Budget to cover the costs..
- d) Christmas Lights:** The Chairman thanked the Team for an excellent display of lights. Cllr Saer advised that boxes with lids should be purchased to store the lights in. Cable ties had also been purchased. As the Carnival Committee had taken over all fund raising events over the festive season with some events running at a loss it was noted that no contribution to the Christmas Light fund could be made for this year.
- e) Signposting information:** The Clerk continuing to follow 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) Local Council Award scheme:** Cllr Fairbairn and the Clerk had compiled the data required to register for a Foundation Level Award for both parish councils. Details of the requirement was circulated. The parish council confirmed by resolution that it publishes online all data as listed and held the required documentation as listed. Cllr Fairbairn agreed to be the SALC representative for the parish council. Cllr Sills agreed to complete Introductory Training as a new councillor.

- i) Friends of the Earth 20 Actions for parish councils:** The Chairman circulated the 20 actions with an initial review. One item in particular for follow up – to look for alternatives to reduce pesticide use. Agreed to investigate Hotfoam as a possible alternative and to discuss the with the County and District Councillors.
- j) Parish contractor works:** Works list circulated to members. (Attached). Clerk to discuss Hotfoam alternative with the parish contractors.

11/01/20 FINANCE

Business Access A/C balance: £13,108.26

Community A/C balance: £6,308.82 (when all cheques paid)

- a)** Finance & Budget Monitoring Report – circulated, noted and attached.
- b)** Bank reconciliation dated 12th 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.
- f)** A letter from the Scout Group Secretary confirmed receipt of the £500 donation and its use for emergency works to ensure the Scout Headquarters was fully compliant with H & S requirements. Accepted by those members present.
- g)** The Pensions Regulator re-declaration duly completed – noted.
- h)** Mid-year VAT claim submitted – noted.

12/01/20 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.

13/01/20 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

14/01/20 CORRESPONDENCE

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

Shaping Suffolk Conference Planning Survey – Cllr Jackson & Aries following up

BDC Review of its website and request to meet – Clerk to follow up

Spring Clean Suffolk 2020 – Ken Jackson to follow up

Town & Parish Council Liaison Meeting February – Cllr Aries & Clerk to attend

AONB Monthly Update November & December 2019

15/01/20 REPORTS.

Assets Report: Cllr Warren reported all assets in a satisfactory condition. Christmas lights needed storing in sealed boxes. Bollards at Eves Orchard needed attention as leaning slightly. Grit bin at Eves Orchard needed replenishing.

Bures Hamlet PC: Cllr Shackell reported: County Broadband was intending to install new infrastructure in the parish to provide improved broadband speeds. However the parish council was against the initial proposal to install transmission poles. Liaising with County Broadband to provide a proposal for underground cabling. Parsonage Hill soil deposit and road repairs being followed up with site developer. S106 contributions available from Application No. 15/01471/LBC to be used for ground matting at the Common. Flooding issues still being followed up with ECC. A Working Party had been set up to gain evidence to put forward a proposal to ECC for a crossing point at Colchester Road.

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: There had been several interments and ashes interments recently. 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. Cemetery grounds maintenance being extremely well maintained by JPB Landscapes.

Sportsground: Cllr Jackson reported: Shelley Boydeall appointed as Assistant Sportsground Clerk. 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 applying for a Micro Grant to upcycle the old roundabout. Grants and use of S106 Contributions being sought to fence the main playarea. Quotes being obtained for the project.

Community Centre: Cllr McCrory reported: A full electrical survey in hand. New carpet to be fitted in foyer. Award plaques to be erected in foyer. £974 BMF grant to be used to renovate the boiler room. New recycling and sanitary bins being put in place. It was noted that the Management Committee had been supportive of the CCTV proposals. However it would require one of the agreed camera locations to monitor the Community Centre and boundary.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. Items noted: Footpaths and bridleways had all been affected by the heavy rain with some routes rendered difficult to use. Walks leaflet project launched and leaflet now in general circulation. BWY5 – slippery and at times water logged – referred to SCC Highways.

Station Adopters: Report had been circulated. Items noted: 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.

Tree Warden: Nothing to report.

SALC: Cllr Fairbairn agreed to be the parish council representative at SALC events.

Primary School: Cllr Fairbairn had circulated his report prior to the meeting. Items noted: 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 had joined together to display a wonderful Carol Concert in St Mary's Church. A Review of the Homework Policy focussed on reading.

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

16/01/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None put forward.

17/01/20 DATE OF NEXT MEETING

Parish Council Meeting: Thursday 19th March 2020 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2020: APM 23rd March, AGM 21st May, 23rd July

The meeting closed at 9.40pm

Signed:

Chairman

Date