

Minutes of Bures Hamlet Parish Council Meeting
Monday, 16th January 2023
held at Bures Community Centre at 7.30pm

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, B Raymond, R Shackell, M Welch, J Aries (Parish ROW Officer), L Norton (BSMPC)
In the Chair: Cllr R Shackell
Also Present: Mrs J Wright (Clerk) and one member of the public

01/01/23 APOLOGIES FOR ABSENCE

Apologies received from Cllr P Schwier (ECC) and Cllr W Scattergood (BDC).

02/01/23 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No interests declared and no dispensation requests put forward.

03/01/23 MINUTES

Minutes of the Parish Council Meeting of 14th November 2022 (previously circulated) were duly approved and signed as a correct record.

04/01/23 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was one member of the public present. No matters raised.

District Councillor: Cllr Scattergood not in attendance to present a report.

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.

05/01/23 POLICE MATTERS

a) Issues raised with Community Policing Teams: None raised.

b) Speedwatch: Cllr Aries reported that the team remains short of volunteers. Weather conditions dictate 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' was held in November. Cllr Aries gave a brief update and members discussed the for and against of a 20mph through the village. A proposal to give the parish council's support to the Essex Wide 20's Plenty For Us Campaign was rejected by a vote of 2 for and 5 against.

06/01/23 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 point from the Millennium footpath gate entrance.
Chair following up.

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. 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. Clerk following up.

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, Lamarsh Hill: Following a vehicle accident it was again brought to the attention of the parish council the narrowness of the road with a blind bend. Warning signs or slow markings may ease the issue. Clerk to complete an LHP request.

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. A safety scheme is required and members agreed to submit a LHP request with supporting evidence.

c) Flooding issues: Extreme flooding has once again occurred in the village particularly at Colne Road, Water Lane, Station Hill and Colchester Road. All gullies reported for clearance. Ditches needed clearing at top of Colne Road. Clerk and Chair to liaise with Highways and Flood Management Team to discuss the issues. Noted that potholes at Station Hill, Bridge Street and Water Lane reported for repair.

d) Station Hill tree root: Cllr Schwier confirmed that the second tree root will be repaired when funding allows. ECC monitoring the situation.

07/01/23 PLANNING

a) BDC Open Spaces Action Plan: This had been circulated to all members for consideration. Essex Knoll, Normandie Way playarea and Jubilee Grove all listed with no updates required.

b) All applications received and comments made to date as per attached list.

c) Applications requiring consideration at this meeting: None.

d) Jubilee Grove: Transfer complete and Land Registry currently being applied for. Letter of thanks to be sent to Geoffrey Probert for covering transfer costs and offering advice. Notes from the Management Group meeting held on 28th November 2022 circulated. Meeting held with Essex Wildlife Trust to discuss the design layout. AONB grant application submitted to improve accessibility for all. A Queen's Canopy sign on order, purchased from RBL funds, to be installed on main gate.

e) Report on other matters:

1) Land south of Penlan: Enforcement Team looking at how best to block up the illegal entrance as concerns raised regarding the stability of the bank. Embankment tree removed owing to these stability concerns. Members advised that the current telephone mast at Penlan has been selected by On Tower UK for upgrade. This upgrade may result in the mast being resited and trees needing to be removed. Tree Warden to monitor the situation.

2) Vacant garage site: Application 22/03160/VAR has been granted. Safety fencing erected and canopy removed and made safe. However youngsters still managing to access site. Clerk has reported to the Agent.

3) Chambers Bus Depot site: Rose Builders are in the process of preparing details to discharge some of the planning conditions. Archaeological trial trenching has taken place with initial report still to be received. Some exploratory ground investigation work also undertaken.

4) Proposals for land at Old Barn Road: Members had previously considered it vital to gain Mount Bures Parish Council's support owing to the close proximity of the site to the village of Mount Bures. Members had felt unable to formulate a position until the views of Mount Bures Parish Council had been clarified. Bures Hamlet Parish Council's position remains unchanged. Mount Bures Parish Council agreed not to comment on the proposals until a formal planning application has been submitted. Members therefore suggested to the landowner that it would be beneficial to hold a pre-app meeting with Braintree District Council.

5) Plots 5 & 6 Apple Tree Mews: Continuing issues with drainage, access and parking on and around the site. Police monitoring the parking issues. Storage unit still to be removed off site. Window glazing issues still being pursued.

08/01/23 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update: A review of the Housing Needs Assessment undertaken by AECOM in hand. Consultation leaflets outlining the NHP progress distributed to all households with good feedback. External Consultant to be engaged to write the NHP.

b) Grants: Application for a second grant from Groundwork UK approved. £3,695 received. Groundwork approved a budget variation request. All NHP finances being managed via BHPC financial accounts.

c) Steering Group: Steering Group minutes dated 5th December and 20th December plus the Wider Team meeting minutes of 16th November, 20th December and 9th January circulated and accepted by the parish council.

09/01/23 JOINT PARISH PLAN 2022-23

a) Follow up on Review items:

1) First Aid training: Cllr Welch has completed his days training with the Red Cross. 2 hour workshops offered by Braintree DC free of charge. A session with a maximum of 24 participants be held at the Community Centre, 10am to 12noon on Saturday 4th March. Advertised.

2) Warm Spaces: The Baptist Church has successfully set up a Warm Space. The suggested Warm Space for the Garrad Room did not materialise owing to lack of volunteers. Grant received to be returned to CAS.

3) 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 Parish Plan 2022/23. Date and time still to be arranged.

10/01/23 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) Review of grit bins: Two residents had requested a grit bin, one to be located at the entrance into Normandie Way. The second to be located at Colne Road. Normandie Way grit bin agreed. However members did not consider a grit bin suitable for Butlers Farm, Colne Road. All grit bins have been filled by the parish council contractor.

b) ROW Service Level Agreement: The following PRowWs to be included in the ECC Service Level Cutting Agreement 2023 – Sections of FP5, FP7, FP8, FP16, FP23, BWY25, FP30 and FP33. Waiting on signed agreement from ECC.

c) Sensor light for Station Hill path: A proposal put forward to attach a sensor light on the boundary wall accepted by a member vote of 4 for and 3 against. Clerk to follow up with Cllr Norton.

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d) Millennium footpath fence: The fence is deteriorating. The parish contractor regularly repairing damaged rails. Cllr Welch has progressed a National Lottery grant application. However he considers that it is prudent to submit this in the 2023/24 financial year when parish council funds improve.

e) Station lighting upgrade: Clerk and Mary Turner of the Station Adopters met the contractors for Greater Anglia on site in November. New lighting being installed for both the carpark and on the platform plus 2 electric charging points and improvements to the station waiting hut.

f) 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. Clerk following up with contractor.

g) Essex Knowle: Wayman and Long has informed the parish council that the upgrade of the Essex Knowle from Possessory to Freehold Title has been finalised. Official copy of register title to be held on file.

h) National Grid consultation: Nothing further to report since previous meeting.

11/01/23 AUDIT AND FINANCE MATTERS

Business Access A/C balance: £10,274.68

Community Account balance: £3,651.18 (when all cheques paid)

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

b) Bank reconciliation and verifying bank statements dated 10th January 2023 – noted, circulated and duly signed by the Chairman and non-signatory member.

c) 2023-24 Precept request to BDC duly approved and signed.

d) Hire contracts discussed and agreed for users of the Essex Knowle. Clerk to draft contracts with a £120 quarterly charge to be issued to the users.

e) Guidance on the LGA Councillor Code of Conduct circulated and noted.

12/01/23 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

13/01/23 PHYSICAL RISK ASSESSMENT

Cllr Monk had circulated her report prior to the meeting. All assets appeared in good order. . Mastic needs renewing on riverbank display board. All waste bins emptied and relined. Moles on Normandie way play area. Grit bins being replenished. Some brambles to be cleared from around bus shelters and side exterior needs washing down. **Next Inspector – Cllr Baker.**

14/01/23 REPORTS - All reports had been circulated prior to the meeting.

Bures St Mary PC: Cllr Norton noted that the next parish council meeting is due to be held on 26th January. Numerous issues continuing to be raised by residents regarding the Cuckoo Hill development. Flooding issues at Tawneys Ride reported and being followed up.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Ferriers Barn Day Centre has made a small owl box and the Scout Troop has made six bat boxes for installing on various trees in the cemetery. The removal of the Leylandii trees on the boundary overlooking the woodyard has been completed. A number of concealed graves have now re-joined' the cemetery. There was some public concern about the removal of the trees so a letter was distributed to nearby residents to explain that the trees had become too difficult and expensive to maintain. They were posing a possible threat to the adjacent property, situated in a very exposed position. A stock fence will be installed along the bank and the Woodland Trust will be delivering 300 hedge whips in March. Volunteers being invited to help with the planting project. Some further re-pointing of the cemetery walls planned when funds allow.

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Stock fencing to be installed along the St Edmunds Lane boundary to replace the dilapidated section. Commonwealth War Graves signs have been installed to both the main and rear entrances. Thanks to Alan Beales and Paul White for all their endeavours to bring the recognition of K.P.Carr's grave to completion. Winter maintenance in hand and a 'wildflower meadow' is planned for the open lawn area in the old section.

Sportsground: Draft minutes of a meeting held on 12th January are published on the parish council website. Items to note: Tennis court project commencing on the 6th February. The finished surface will be marginally higher than at present with a slight camber to allow run off in wet weather. Lines for tennis, pickeball, basket ball and netball with be added. The three latter to be such that league tennis is possible. Ms Susan Pownall has resigned as Clerk/RFO. Surfacing corners under bars to be lowered to prevent a trip hazard. Replacement fencing or laurel hedging being investigated to replace the dilapidated car park fence.

Community Centre: Minutes from meeting held on 3rd October circulated. Kitchen hatch repaired but cover missing. Replacement cover to be built. Heating system serviced but one heating unit still needs attention. Tiling in toilets completed. Investigating removal of hall phone with BT. Garrad Room no longer being pursued as a Warm Space as Baptist Church offering this facility. Bookings steady and Committee Room now available for hire. Next meeting 17th 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. 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. BWY25 – the track has a longstanding problem with significant flooding. Butlers Farm has erected a notice asking walkers to keep to the PRoW rather than using the alternative concrete farm track to bypass the flooding. FP27 – field has been ploughed over and the footpath has not been reinstated – reported. Notice of Order published regarding the Public Path Diversion Order for Bridleway 32 Alphamstone. Planning Inspector to be appointed to determine the Order.

BALC: Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes 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. No new tree applications for consideration since the previous meeting. The extreme wet weather has created tree root disturbance for a number of trees in the district. Cllr Baker will inspect the more vulnerable trees within the parish.

Bures Primary School: Cllr Fairbairn, Chair of School Governors circulated a January update to the parish councils. This has been published on the parish council website for reference. Items to note: Sadly the Head Teacher, Ruth Slater is resigning at the end of the forthcoming summer term. The school has a new Vision. The children visited the Mercury Theatre to see a performance of Beauty and the Beast. Reception and KS1 gave a splendid performance of 'A Miracle in the Town'. KS2 Carol Service held in St Mary's Church this Christmas. Riding Lights put on a production of 'Nearly The Goat' for the school.

Bures Common Land Trust: The 2022 markets ended on 10th December with music, carol singing, mulled wine and mince pies. Markets restart on 11th March 2023. The Trustees are welcoming enquiries from Bures village organisations that wish to use the common and barn.

Bures in Bloom: The BIB team are hoping to add a few more planters to the scheme in May. Please suggest to the team suitable locations for a planter.

Good Neighbour Scheme: A new stock of folders being ordered. More volunteers needed to act as 'eyes and ears' for some areas of the village. This entails looking out for new residents, giving them a Welcome Pack and introducing yourself. The Vulnerable Persons Scheme is looking to join up with the Good Neighbour Scheme.

15/01/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Members asked to forward ideas for the format of the pending March APM to Cllr Monk to enable her to present these to the BSMPC meeting on the 26th January.

Next agenda items - to discuss King's Coronation celebrations. To follow up on Clerk's Appraisal.

16/01/23 DATE OF NEXT MEETING

Monday, 20th March 2023 to be held at Bures Community Centre at 7.30pm.

Future dates booked for 2023: Joint APM – Monday 27th March, AGM -Tuesday 23rd May
Monday 17th July, Monday 18th September

The meeting closed at 9.30pm

Signed:

Chairman

Date:

