

**Minutes of Bures St Mary Parish Council Meeting
Thursday 17th March 2016 at the Garrad Room
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, J Carpenter, M Cudmore, J McCrory, L Alston,
R Butcher, C Barnham (BHPC)

In the Chair: Cllr G Jackson

Clerk: Mrs J Wright

1/03/16 APOLOGIES

Apologies received and accepted from Cllr D Ambrose (on holiday), Cllr G Crowley (on holiday). Both apologies accepted by those present.

Apologies also received from County Cllr James Finch and District Cllr Lee Parker.

On behalf of Cllr Finch and Cllr Parker, the Clerk had circulated their Summary Reports prior to the meeting.

2/03/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATION

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

3/03/16 PUBLIC FORUM

There were no members of the public present.

4/03/16 MINUTES

Minutes of the previous Parish Council Meeting of 21st January 2016 (previously circulated) were approved and signed as a correct record.

5/03/16 CO-OPTION OF PARISH COUNCILLOR

The Casual Vacancy had been duly advertised and the parish council had received confirmation from BDC to proceed to co-opt a councillor to fill the vacancy.

One expression of interest had been made but the Clerk had not received any written confirmation. To be an agenda item for the next meeting.

6/03/16 POLICE REPORT

No police representative in attendance as per current force directive. Monthly police reports had been circulated to all members.

It was noted that PC Gary Austin would be transferring from the Sudbury Neighbourhood Policing Team to Ipswich from 1st April 2016. Following police intervention the anti-social behaviour incidents had ceased at the Station Hut. Some minor disturbances noted in the village but no incidents reported to Suffolk Police.

7/03/16 MATTERS ARISING FROM PREVIOUS MINUTES

Beaumont Close Section 106 Funding: Bures Sports Ground Committee's grant application for the release of the S106 contributions had been successful. Fencing materials delivered and waiting on JPB Landscapes to install by the end of March.

Pikes Marsh Section 106 Funding: The Clerk had submitted the grant application for the release of the outstanding £5,000 S106 contributions. BDC legal land transfer documentation currently delaying approval. It was agreed to request BDC to provide a written guarantee ahead of the land transfer completion to allow the parish council to proceed with installation of the play equipment in April. District Cllr Lee Parker supported this decision.

Sworders Shop: The exterior painting now completed. Clerk had written again to the owner advising that the parish council was still concerned that the rotten window sill urgently needed attention. Owner agreed to repair as soon as weather conditions allowed.

Waste collection: Daniel Whymark, BDC Public Realm still continuing to progress the parish council's request to revert its waste collection service back to BDC. The proposed changes to include waste from the roadside and sportsground waste bins.

Street Cleansing: The Clerk reported that parishioners were extremely satisfied with this new initiative. Members expressed their appreciation to Gary Vaughan. Cleansing Grant Claim for March received. Owing to mixed waste being deposited in the black sacks from the street cleansing, Sarah Carter, BDC agreed to supply a Commercial Trade Waste wheelie bin.

Assets of Community Value: It was agreed that the list of 36 proposed sites for Bures St Mary and Bures Hamlet needed to be reduced to allow a sensible workload to be actioned. Cllr Mike Welch (BHPC) had circulated the current list to all members of both parish councils. Some suggestions had been made and Cllr Jackson agreed to follow up and report to the next meeting.

Joint Emergency Plan: Cllr Lee (BHPC) still progressing. Nothing further to report.

Joint Neighbourhood Plan: It was agreed that more interest from members of both parish councils was required before any decision could be made to proceed with a Joint Parish Plan.

Open space at Beaumont Close: Bulbs, trowels, litter picks and black sacks had been purchased. Guy Jones to do a final grass cut. The Clerk advised that Saturday 2nd April was a date agreeable to the majority of available volunteers. Grant claim to be finalised when all invoices/receipts had been received.

Queen's 90th Birthday Celebrations: An event had been planned for Thursday 21st April in the Community Centre from 7.30pm. The Millennium beacon to be lit by Mrs Mead and the Queen Elizabeth II plaque to be unveiled by Mr Fred Staples. A list of names would be taken at the event for those wishing to purchase a £2 commemorative medal to mark the occasion.

Signage/lighting at Pikes Marsh: The sensor lighting had been repaired by the Management Group for the estate. The ordering of the signs had been delayed. A site plan for the position and numbering of the signs was now required. Cllr McCrory kindly offered to assist the Clerk with this matter.

Plot 1 Eves Orchard: Work had commenced on the approved erection of 2 no. detached dwellings. The Clerk to check with BDC whether all conditions of the original approval in 2013 had been met.

Garden at Claypits Avenue: Cllr Parker had followed up on this matter. BDC Officers assisting the tenant to remove unwanted materials from the property.

Footpaths and lighting at Pikes Marsh: Cllr Parker still following up on the upgrade of the parallel pathway. Cllr McCrory and the Clerk to review the matter at the signage site meeting. Regarding provision of a light it was agreed to review after the completion of the build at Plot 1 Eves Orchard.

8/03/16 HIGHWAY MATTERS

- a) Meeting with Highways - the Chairman had contacted Steve Merry and Cllr Finch with a view to progressing the items raised at the meeting held with the Officers last October but had received no response to date. Matters for updating:
 - a) Safe crossing from school to new playing field
 - b) Nayland Road 30mph limit
 - c) Safe crossing point on Bridge Street
 - d) High Street and Cuckoo Hill junction
 - e) Parking issues at Cuckoo HillCllr McCrory had raised the suggestion of a child drop off point similar to Boxford Primary School with Bures Primary School with a view to easing traffic congestion at peak times. Still awaiting a response.
- b) The Croft – Cllr James Finch had informed the parish council that £100,000 had been secured to improve the Croft surfacing. Investigative work to be completed followed by a report to all residents to establish full costs involved to enable work to commence before the autumn.
- c) B1508 speed limit change – statutory consultation 4th – 28th March. The parish council had confirmed full support for the proposals.
- d) Bollard request at St Mary's High Street – submitted to SCC - Reference 00129217.
- e) Bollards at Eves Orchard – SCC had agreed to repair as necessary.
- f) Hollow Lane resurfacing and flooding – Cllr Ambrose following up.
- g) Faulty street light outside Bures House – to be repaired by the end of March.
- h) Street light upgrade – 5 street lights to be upgraded in the High Street. Work scheduled for 20th March 2016.
- i) Hedge at No. 2 Town Hill – UK Power Networks had agreed to investigate before works could proceed - Reference 1036614A.
- j) Signs – St Edmunds Lane sign repaired. Damaged bend sign reported - Reference 00132542. Damaged 'Byeways' sign at 'The Cut' to be disposed of.

9/03/16 GROUNDS MAINTENANCE CONTRACT

6 tenders had been received. Members agreed to accept the tender from Gary Vaughan. The Clerk had drawn up the new contract initially for 1 year commencing 1st March 2016. Appropriate risk assessments and insurance details to be held on file.

10/03/16 PLANNING

All applications received and comments made – see attached list.

Details of appointment of BMSDC Infrastructure Team circulated.

Boundary fence at Clopton Cottage, St Edmunds Lane – BDC Enforcement Officer had re-visited the site and confirmed that the new fence complied with planning regulations.

Information on BDC approval of the Community Infrastructure Levy Charge (CIL) Schedules circulated and noted – from 22nd January 2016 submission of a CIL Additional Information Form is a validation requirement for all planning applications.

11/03/16 FINANCE

Finance & Budget Monitoring Report – circulated, noted and attached.

Bank reconciliation dated 3rd March 2016 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

12/03/16 DONATION REQUESTS

The following donations were agreed:

St Mary PCC £150 towards parish magazine costs, £50 Bures Baptist Youth Group, £50 East Anglian Air Ambulance and £50 Age UK Suffolk.

The second agreed contribution of £500 towards the AONB due for payment April 2016.

It was agreed not to contribute towards the Football Club defibrillator as the parish council had previously supported the Church Square defibrillator.

13/03/16 AUDIT MATTERS

Owing to the resignation of Cllr Arnold, Cllr Jackson agreed to be nominated as stand in Clerk during absence as per the legal requirement for the parish council risk assessment. Financial Regulations Section 11 Contracts updated and approved as per NALC requirement. Financial Regulations 1.6 and 6.4 updated and approved as per NALC requirement. Data Protection Registration renewal completed and Certificate received and held on file.

14/03/16 CORRESPONDENCE

All correspondence circulated and noted:

A letter from Neil Winship outlined the Quiet Lanes Suffolk (QLS) initiative— members suggested St Edmunds Lane as a suitable road. Clerk to follow up with Neil Winship.

To note Keep Britain Tidy 'Clean for the Queen' special litter pick request.

Letter from Nayland Parish Council re Suffolk Fire Service Consultation – circulated.

Details of the Suffolk Year of Walking initiative – circulated.

Buckingham Palace Garden Party – SALC advised that the nomination for Chairman Cllr Jackson and Guest to attend had been accepted.

Town & Parish Newsletter January 2016 – circulated.

Details of funding for community green space projects – circulated.

Dedham Vale & Stour Valley Forum Conference 2016 – circulated.

SCC Warm Homes, Healthy People campaign – circulated.

UK Power Networks Instinctif Partners community outreach work – circulated.

15/03/16 REPORTS

Assets Report: Cllr Jackson reported: All assets checked and satisfactory. The damaged waste bin at the Croft entrance had been replaced.

Bures Hamlet PC: Cllr Barnham reported: New grounds maintenance contractor agreed. The ACV nomination for the Swan PH had been unsuccessful. 4 sites had been put forward within the BDC Call for Sites consultation. The parish council to put forward its comments by 4th April. Next meeting of Bures Hamlet Parish Council to be held on Monday 21st March.

Cemetery: Cllr Cudmore had circulated her report. Main points noted: St Edmunds Lane path works completed. 'T' section at top of main drive to be resurfaced. Quotations for the paths in the extension received but agreed to put on hold until new financial year. Cemetery shed to be repaired. New grounds maintenance contractor agreed. Chairman reviewing the Party Wall Agreement.

Sportsground: Cllr Jackson reported: It had been agreed for all dogs to be on leads in the play and sports areas. Appropriate signage purchased. Installation of fencing for the Toddler and Noah's Ark play area due to be completed by the end of the month. Members were keen to proceed with the youth climbing wall project via the Morpheus Foundation. The Committee requested the parish council to reserve funds from its 2016/17 budget towards this project. The parish council agreed to reserve £2,000.

Community Centre: Cllr McCrory reported: A range of policies being formulated for health, safety, risk, grievance etc. New caretaker job descriptions produced. Caretaker positions advertised for one Senior Caretaker and one Caretaker.

Rights of Way: Hugh Turner reported that there were no current problems.

Transport: ECC Demand Responsive Transport or Taxibus Scheme noted. Cross border use being investigated. The 327 service to continue temporarily. Station Adopters report circulated and noted.

Tree Warden: Ken Jackson had circulated his report and any tree applications had been reported on. 5 native fruit trees had been planted at the Community Orchard and Woodland via the Scattered Orchard project

SALC: Nothing to report. Owing to Cllr Arnold's resignation a new member still required to follow up on SALC matters.

Primary School: Cllr McCrory reported: Head Teacher Mr Quayle had returned fulltime. Additional resources had been met by the PSA. New playing field would soon be in use by the Primary School.

Bures Common: Cllr Alston reported: An Easter Market planned for Saturday 26th March. The Clerk to forward letters of support to Braintree District Council from both parish councils for the recent barn upgrade proposals. To also note that the design was chosen by parishioners via a parish survey.

Transition: Ken Jackson reported: The current focus is on the allotments. The Group had taken on an allotment and was using it to encourage new allotment holders plus to give practical advice to novice holders. The annual parish litter pick was scheduled for Saturday 9th April from 10am to 12 noon.

16/03/16 ANY OTHER BUSINESS – items to note and for the next agenda

None.

17/03/16 DATES FOR FUTURE MEETINGS

Next meeting: Annual Parish Meeting followed by Annual Parish Council Meeting - Thursday 19th May 2016 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 21st July, 22nd September, 24th November.

Future dates booked: 2017: 19th January, 23rd March, 18th May.

The meeting closed at 9.10pm.

Signed:

Parish Council Chair:

Date

