

**Minutes of Bures Hamlet Parish Council Meeting
Monday 15th July 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs M Welch, M Baker, C Ellis, R Shackell, B Raymond, K McAndrew,
Cllr J Aries (Bures St Mary PC & Parish ROW Officer)
In the Chair: Cllr Michael Welch
Also Present: Mrs J Wright (Clerk) plus 4 members of the public

1/07/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr W Scattergood (BDC), A Neville (Greater Anglia).

2/07/19 CO-OPTION

Two interests had been received for the vacancy on the parish council. It was agreed to co-opt Deborah Monk and she was duly asked to join the members at the table. The Declaration of Acceptance of Office and Consent form to receive electronic summons were duly signed.

3/07/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting.

All members Register of Interests had been received and duly submitted to BDC for publication on the website. Cllr Monk to submit her Register of Interests within 28 days.

4/07/19 MINUTES

Minutes of the Annual Parish Council Meeting of 13th May 2019 (previously circulated) was approved and duly signed as a correct record.

5/07/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

The parish council was asked to ensure that visitors to the recreation ground were made fully aware of the no camping policy as there had been some camping outside of the allotted BMF area over the week event.

The Chairman advised those present that SCC had confirmed that the road bridge would not be closed for maintenance work this summer as previously indicated. He also noted that there had been no further communication between parties regarding the land at Colchester Road and the parish council was also still awaiting the outcome of the Essex Network Rail Level Crossings Public Inquiry.

There were no County or District Councillors present. However Cllr Scattergood had asked the Clerk to inform members that she had worked with BDC Officers to ensure that the recent unlawful work at Ferriers Farm Barns ceased and the application had since been withdrawn. She would follow up on the request from BCLT to take over management of the land to the rear of Cambridge Way on behalf of the village.

6/07/19 POLICE

No police representative in attendance as per current force directive. Police information circulated as and when received and newsletters also available online.

a) The Clerk had circulated the Local Community Policing Team contact details. PC Craig Wheeler had patrolled the village on Carnival Day and during Music Festival week. However numerous ASB incidents had been reported to Suffolk and Essex Police over the summer months with the majority of incidents occurring on a Friday evening and over the weekends. Clerk to inform the Community Policing Team that Friday 19th July was end of school term and request extra patrols. Members put forward various suggestions to deter further incidents and these would be forwarded to the Sportsground Committee for follow up. Members duly thanked the public for clearing the debris left by the youngsters and for reporting incidents.

b) Cllr Aries reported on the Hamlet Speed Watch Scheme. 2 new volunteers had come forward and training would be made available via Essex Police. PC Wheeler had assisted with a speed watch shift with 3 drivers ticketed. Cllr Aries to continue to advertise for volunteers as she was keen to expand on the times available for the team to go out on site.

7/07/19 HIGHWAY MATTERS

a) **Local Highway Panel:** ECC had agreed to put forward the following requests for validating prior to inclusion in the works programme:

- 1) Colchester Road/Mount Bures junction – for a reduction from 60mph with a buffer of 40mph coming into the 30mph at Bures Hamlet. Request also included the bus stop to be marked and formalised with slow markings on the road.
- 2) Colchester Road – for 30 mph roundels from Mount Bures junction through to Bridge Street/Station Hill junction.
- 3) Millennium gateway – for a bollard to be installed on the grass verge to prevent vehicles parking over the fire hydrant.

b) **ECC Devolution Scheme:** Previously members had agreed not to join the pilot scheme. However following the briefing held at EALC attended by the Chairman and Clerk, the Chairman had circulated a further feedback and suggested to members to reconsider. It was noted that the pilot was a trial and the parish council may opt out at any time. Members agreed to join. Clerk to follow up with EALC.

c) **Station Hill:** Still inconsiderate parking creating issues for other road users. Since the implementation of carpark charges at the railway station there had been an increase of vehicles being parked in Water Lane and Station Hill. This would be monitored and discussed by the Highway & Parking Joint Working Party.

d) **Bures roadbridge:** The intended closure of the B1508 roadbridge in July/August had been postponed indefinitely owing to the reduction in the ECC Structure Teams budget. The design of the waterproofing works had been completed and therefore works could be programmed into the next financial year if affordable.

e) **Highway repairs:** Following ECC initiative to improve footpaths and pavements in the County, the Clerk had submitted the relevant details of the damaged pavement at Colchester Road to Cllr Finch for consideration. The defective manhole cover at Hamlet Court had been repaired. A request had been received to investigate repair of FP30 section leading from The Paddocks to Colchester Road. Clerk to follow up with Cllr Aries.

f) **ECC SWAS:** A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. No further action to date.

- g) Anglia Level Crossing Reduction Strategy:** Regarding the E54 crossing at Bures the parish council was still waiting on the Inspector's decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Cllr Shackell noted that the Inspector was currently focussing his attention to the high risk level crossings with no decisions made to date. Cllr Aries had met with ECC ROW Officers to attempt to establish ownership of FP30 leading from Colne Road to Colchester Road via the E54 rail crossing. She advised that the parish council owned the footpath but not the subsoil. This related to both sections of FP30 either side of the railway crossing. The hedgerow was also protected as an 'Ancient Hedgerow'. BHPC could proceed with a request to ECC for extinguishment of FP30. Cllr Aries and the Clerk to follow up.

8/07/19 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting:
Application 19/01055/FUL Land South of Pen-lan, Lamarsh Hill CO8 5EH – erection of 1 no. dwelling – it was unanimously agreed to object to this application on the grounds that it was outside of the village envelope.
- c) **Other planning matters reported on:**
Land to rear of Cambridge Way: Early 2018 Bures Transition Group had drafted a statement of aspirations for use of the land. Bures Common Land Trust was currently liaising with BDC Asset Management Team regarding lease terms with a view to the land being transferred for it to manage on behalf of the village. The statement of aspirations had been redrafted and submitted to BDC for consideration.
Garage site: Application No. 18/02253/OUT – permission had been granted. However the site remained for sale. Clerk to request owner to tidy and weed spray the frontage.
Land to rear of Parsonage Hill: Application No. 18/02201/REM – revised plans submitted for a mix of 9 dwellings – applicant continuing to liaise with BDC Planning Department to gain approval for development of the site.
Land at Cuckoo Hill: 3 further applications had been submitted by the developer – **DC/19/01422, DC/19/01427, DC/19/01428** for retention as built with amendments comprising change in site levels, ridge and eaves, height and fenestration. Bures St Mary Parish Council was still to respond. Members agreed to support any response put forward by the St Mary Parish Council following its meeting on the 18th.

9/07/19 BURES PARISH ACTION PLAN

Working parties: 3 Joint Working Parties had been set up for Highway & Parking, Retail and Street Lighting issues. Clerk to advise members of agreed WP meeting dates following the BSMPC meeting on the 18th.

10/07/19 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Open Spaces Action Plan 2019:** The updated Open Spaces Action Plan had been received and circulated to all members.
- b) **S106 Contributions:** Bures Common Land Trust had submitted a project plan for use of the S106 contributions made available from Application No. 15/01471/LBC. The parish council supported the project and nothing further to report to date.
- c) **Walks leaflet:** Both BDC and SCC Councillor Award grant applications for printing costs had been successful. Cllr Aries currently preparing details of an Essex walk and a Suffolk walk for inclusion in the leaflet. She was also considering revamping the original walks booklet created by the late Stewart Malcolm.

- d) **Social Media:** Cllr Baker and the Clerk continuing to follow up with a view to improving communication between the parish council and its community. Both to attend a Social Media course in October. It was noted that the Essex Info webpage was being discontinued. The parish council would continue via the bures.onesuffolk.net website.
- e) **Snippet page:** The initiative to encourage better communication included submitting a short update of parish council items of interest in the parish magazine. Cllr Ellis and the Clerk liaising monthly on this.
- f) **Member surgeries:** The surgery held at the recent Bures Market was well received by residents. Cllr Aries and Raymond had attended and recorded concerns raised with them and would follow up as appropriate. The Clerk agreed to attend the next surgery in August and promote awareness of NHW and fraudulent scams.
- g) **Riverside information boards:** A quotation from Spingold for the printing and installation of 3 signs £290 + VAT plus additional cost for artwork had been accepted. Costs to be met by both BHPC and BSMPC.
- h) **Health & Wellbeing event:** Scheduled for 2nd September, 9.15am to 1.15am at the Garrad Room. The event was free of charge. The parish council had agreed to support the event and meet the costs of refreshments and hire of hall.
- i) **ECC Local Service fund/Micro grants:** Suggestions for a Micro grant application were put forward by members – for the refurbishment of the barbecue or for a brick surround for waste. Clerk to follow up.
- j) **Assets of Community Value:** It was agreed to remove this item from future agendas.
- k) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- l) **Data Protection:** Clerk duly updating as per regulations.

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

11/07/19 FINANCE

Business Access A/C balance: £15,331.89

Community A/C balance: £1,765.69 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 2nd July 2019 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.

12/07/19 AUDIT MATTERS

- a) Still waiting on External Auditors approval of 2018/19 accounting statements – noted.
- b) Internal Audit Review meeting to be held on 28th October, 6pm – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor to attend.

13/07/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentation had been circulated and noted:

Website Accessibility requirements and compliance – to be actioned

EALC Legal Newsletter Issue No. 16 July 2019

PR1-19 Protecting and enhancing England's trees and woodlands

The Tree and Woodland Charter

14/07/19 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated.

The Clerk had ordered 6 new NHW signs with the Essex Police logo printed on from the Braintree NHW Co-ordinator free of charge. She requested members to consider meeting the costs of installation. This was agreed. 5 signs to replace existing plus 1 sign installed at a new location at Maltings Close.

The Clerk noted to members that the existing Possessory Title for the Essex Knowle could now be upgraded to Absolute Title. It was agreed that she should gain advice on costs and the matter to be discussed at the next meeting.

It was noted that the ECC autumn highway verge cutting for the parish was planned for 17th – 26th September.

15/07/19 PHYSICAL RISK ASSESSMENT

Cllr McAndrew presented his report to the meeting. Assets in a satisfactory condition.

Bus shelters needed a clean. Essex Knowle bench to be renewed. All benches needed re-varnishing. Ferriers Lane dog waste bin in need of emptying.

Items from previous report: Larger dog waste bin to be ordered for Station Hill. Nettles trimmed from around dog waste bin at Bakers Hall.

16/07/19 REPORTS

Bures St Mary PC: Cllr Aries noted on the retrospective planning application for change of use at Knowle House (formerly Chambers bus yard). The proposal to change from Sui Generis Use to Mixed Use of B1, B2, B8 uses was a contentious issue for the parish council. Next meeting scheduled for Thursday 18th July. Cllr Ellis to attend.

Cemetery: Cllr Aries reported: No meeting since previous report. Changes to the waste management was working well. Concerns continued to be raised regarding the open boundary line between the cemetery and the Cuckoo Hill building site. This matter to remain on hold until the outcome of the planning inquiry for the site.

Sportsground: Cllr Welch reported: The game of Pickleball being promoted. Committee still waiting on the transfer of the play area at Pikes Marsh from Babergh District Council. Noah's Ark applying for a grant to SCC to make improvements to its outside play area. The post of Assistant Clerk had been advertised with some interest received.

Community Centre: Cllr McCrory report circulated. New Letting Secretary now in post. Head Caretaker had resigned and post being advertised. The Clerk agreed to attend the next meeting of the Management Group. Members agreed to attend future meetings on a rota system.

Rights of Way: Cllr Aries had circulated her report and to be held on file. She referred in particular to the following:

FP5 – she had met with ECC Officers to discuss the options for improving walking conditions along the route. 3 options had been put forward with the preferred option being to divert the footpath along the field and around the headland. Cllr Aries was happy to walk the suggested route with the parish council and the Ramblers. Any proposal by ECC would be put out to Consultation with BHPC as a Consultee.

FP7 – a Notice of Temporary Prohibition of Use Order had been advertised with effect from 29th July for a period of 6 months or until works completed. However the landowner was kindly introducing a temporary diversion alongside the route of the path but within the adjacent meadow.

FP1, 3 and 4 – ECC had requested the parish council to investigate the longstanding proposal to create/extinguish the paths to move the matter forward. Cllr Aries and the Clerk liaising on this.

Station Adopters: Report had been circulated. Monthly working parties well supported. The much needed station water supply was now installed. Greater Anglia agreed to consider painting the waiting room, to trim the tree branches, to replace fencing and update the noticeboards. The recent Music Train promoting travel on the line was a great success. A NCP carpark ticket machine had been installed with a flat rate charge of £3 for the day. The parish council had raised its concerns with Greater Anglia that this decision may create further parking issues for the village. Members suggested that lining of the carpark should be investigated.

Transport: Cllr Welch noted that he attended Passenger Transport meetings when possible. Nothing further to report.

Tree Warden: Cllr Baker reported to the meeting: BDC had advised her that they would not apply a TPO to the Ginkgo tree on Bures Common. She raised her concerns regarding the Oak tree standing just before the Millennium footpath gate. She considered it needed major dead wood clearance and further advice was being sought on whose responsibility.

Bures Primary School: A report had been circulated from the Chair of Governors. A Walk to School event had been enthusiastically supported. The Science and Technology week was a huge success. Year 6 enjoyed a residential at Rockley Point in Dorset. Dennis Ambrose and Gay Sayles had provided funding for the school to adopt a Suffolk Punch Horse and become members of the Suffolk Horse Society.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. 6 new NHW street signs showing Essex Police logos being installed.

Bures Common: Cllr Jackson report circulated. Markets continuing to be extremely well supported despite difficult weather conditions during the year. The APM of the Trust had been held at the June Market. Suffolk Day and the Carnival Gin Experience events had been held on the Common. BHPC raised concerns regarding the volume of waste generated from the fish and chip van and being left at the Essex Knowle. Clerk to follow up on options to ease the issue.

17/07/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

To consider a Donation/Grant Policy.

It was noted that the Chairman had agreed to attend a First Aid Course.

18/07/19 DATE OF NEXT MEETING

Monday 16th September 2019 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2019: 18th November

2020: 13th January, 16th March, APM 23rd March, AGM 18th May,
20th July

The meeting closed at 10.16pm

Signed:

Chairman

Date: