

**Minutes of Bures Hamlet Parish Council Meeting
Monday 16th September 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, R Shackell, M Welch
Cllr J McCrory (Bures St Mary PC) Cllr J Aries (Parish ROW Officer)
In the Chair: Cllr Michael Welch
Also Present: Cllr W Scattergood (BDC), Mrs J Wright (Clerk) plus 8 members of
the public

1/09/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr B Raymond (work commitment). Apologies accepted by those members present.
Apologies also received from Cllr D Finch (ECC).

2/09/19 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.
Cllr Monk's Register of Interests received and duly published – noted.

3/09/19 MINUTES

Minutes of the Parish Council Meeting of 15th July 2019 (previously circulated) were approved and duly signed as a correct record.

4/09/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

Concerns were raised regarding the recent installation of an audio CCTV plus light on a private garden boundary which bounds the section of FP30 leading to Colchester Road. It was considered extremely intrusive to the many residents and especially to school children regularly using the footpath. The Clerk had circulated the ICCO's guidance on CCTV usage and the relevant GDPR legislation to all members. It was agreed that the Clerk should gain further advice on the matter. The Chairman was asked for an update on the vacant garage site. He advised that this would be discussed at Agenda Item 8.

District Councillor Report: Cllr Scattergood reported on the following: Land to the rear of Cambridge Way – the lease with the current tenant expired on the 30th September. A further 1 year lease had been agreed instead of the usual 3 year term which would allow BDC to put out to public consultation the Business Plan proposed by the BCLT for use of the land as a Community Woodland. BDC had not considered it feasible to arrange the legal public consultation before the lease expired. Cllr Scattergood also commented on the BDC Local Plan and the recent BDC partnership with food outlets to inform the public of the consequences of littering with an increased penalty of up to £100.

5/09/19 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 attended various events in the village including the Saturday Markets. Members considered increased police presence vital in deterring ASB in the village.

b) Cllr Aries reported on the Hamlet Speed Watch Scheme. 4 new volunteers now fully trained. The speed camera had been recalibrated. Cllr Aries regularly attending the Saturday Markets to raise awareness of the Scheme and continuing to advertise for volunteers as she was keen to expand on the times available for the team to go out on site.

6/09/19 HIGHWAY MATTERS

a) **Local Highway Panel:** ECC currently validating the following requests 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:** The Devolution Grant Agreement between ECC and BHPC had been duly signed by both parties. The Clerk to be assigned an ECC 'Buddy' as a direct link to queries and questions arising through the process. She was also in receipt of the Code of Practice for Safety at Street and Road Works. Cllr Baker and the Clerk to attend a follow up briefing in October to establish suitable works for use of the grant. Following requests from residents Cllr Baker asked for members to consider removal of a kerb at Lamarsh Hill which created a hazard for motorists. The Clerk to follow up with ECC.

c) **Colchester Road pavement:** The pavement had been submitted for repair under the Members Led Footways Initiative and was currently included in the works programme. Essex Highways had confirmed that the area immediately to the front of the public house was deemed unknown ownership but highway maintainable.

d) **Water Lane culvert and brook:** The culvert needed urgent clearance. It was also noted that the brook was filling up with silt. Property owners bordering the brook had 'Riparian' responsibilities. However many residents were elderly and asked that the parish council follow up on the issues. The Clerk agreed to contact the Environment Agency for advice.

e) **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.

f) **Anglia Level Crossing Reduction Strategy:** Regarding the E54 crossing at Bures the parish council is still waiting on the Inspector's decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Final decision from the Secretary of State for Transport due July 2020.

7/09/2019 PARISH ACTION PLAN

The following Joint Working Party reports were presented at the meeting:

a) **Highways & Parking:** The WP had met on 6th August. Cllrs Jackson, Aries, Fairbairn and Baker in attendance. Items relevant to the Essex side of the village being:

a) Water Lane parking issues - members agreed for a leaflet to be drawn up with Essex Police approval drawing attention specifically to Rule 243 of the Highway Code. Vehicles not abiding by the rule would be targeted. Cllr Aries noted that she was due to meet with Greater Anglia in her capacity as Station Adopter and would raise the parking issues and suggest options for better use of the rail carpark.

b) White lining and slow markings – overall white lining was poor and needed attention. The slow signs also needed attention particularly at Station Hill. Extra slow signs were needed on Station Hill before the vehicles accessed under the railway bridge. Clerk agreed to follow up with Highways.

- c) Waste issues at the Essex Knowle – waste from the markets and the Friday evening fish and chip van visits were causing the Essex Knowle bin to regularly overfill. Clerk was following up on the matter with BDC and the BCLT for options to alleviate the problem. One option was for the trade waste bin hire costs to be shared equally between BHPC and BCLT.
- b) Retail:** A Joint WP meeting being arranged early October to follow up on retail issues raised on the Parish Action Plan. Options for a community shop to also be considered.
- c) Street Lighting:** Cllrs McCrory, Saer and Shackell to inspect all street lighting in the village and put forward suggestions for improvement in areas not considered well lit.

8/09/19 PLANNING

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

- a) Applications requiring consideration at this meeting: None.
Members noted that Application No. 19/01007/COUPA Pen-lan, Lamarsh Hill CO8 5EH had been granted under the new Permitted Development Rights legislation.
- b) Other planning matters reported on:**
Land to rear of Cambridge Way – this matter had been referenced at Agenda Item 4 District Councillor's Report.
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 – some preliminary work had begun on site – Cllr Scattergood to confirm current status of development.
Land at Cuckoo Hill: Plots 1 – 4 had been approved. Plots 5 and 6 now under an enforcement order to demolish the properties. Appeal by Stemar pending.

9/09/19 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Absolute Title for Essex Knowle:** The Clerk had obtained a quotation from Wayman & Long Solicitors to apply for the Absolute Title - £273 + VAT. It was agreed to proceed.
- b) **Waste at Essex Knowle:** This matter had been referenced at Agenda Item 7 Parish Action Plan. It was agreed that a 50% split of costs for a trade waste bin was acceptable. Clerk to follow up with BCLT and BDC.
- c) **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.
- d) **Walks leaflet:** Both BDC and SCC Councillor Award grant applications for printing costs had been successful. Cllr Aries submitted a report on the progress of the leaflet to all members. Designs currently with Suffolk Digital for editing.
- e) **Telephone Kiosk:** The kiosk was Grade 11 Listed and remained under BT ownership. BT had agreed to clean the interior of the kiosk but would not agree to repaint the exterior as they held a 10 year schedule for such works. Photos of the current state of the kiosk had been circulated to members. It was agreed for Cllr Baker to remove moss and debris and to continue with the BT schedule for future painting.
- f) **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. The Snippet page in the magazine was proving a worthwhile initiative. The Clerk agreed to include the parish council website address on all future pages. One parishioner noted that not all residents were on Facebook and the Clerk would follow up on improving access for all. It was agreed for Mrs Scott to continue working with the Clerk to improve the website Accessibility Statement.

- g) **Member surgeries:** Member surgeries held at the monthly Bures Markets continued to be well received by residents. Cllr Baker reported on recent matters raised – 3 highways items – pothole at Water Lane, sunken manhole cover and nuisance kerb both at Lamarsh Hill. Clerk following up with ECC. A request to hire a parish skip was not agreed by members.
- h) **ECC Local Service fund/Micro grants:** Sportsground Committee to consider previous suggestion put forward for a Micro grant for improvements to the barbecue. Cllr Aries noted that the Station Adopters were considering options for a mural for the station wall. Designs being sought and this may prove to be a suitable project application.
- i) **Riverside information boards:** Clerk waiting to hear if the BMF grant application had been successful. If so then the BMF logo to be added to the designs. Spingold ready to print either with or without logo.
- j) **Joint Emergency Plan:** Ongoing with the Clerk and BDC. Amendments to be submitted by the end of October.

10/09/19 RIGHTS OF WAY

The Parish ROW Officer's report was circulated and noted. Cllr Aries asked if the parish council would consider sharing the cost of purchasing a cordless strimmer with BSMPC. This was agreed subject to a maximum cost of £50 per council.

Items referenced in particular from the report:

- a) Footpath 5 – Ferriers Farm to Hornes Green – Cllr Aries had submitted the 3 options suggested by Essex County Council for re-routing the path. The Ramblers Association had been consulted. The parish council agreed to put forward Option 3.
- b) Footpath 30 – trip hazard had been reported No. 2634396. No further information on the ownership of the sections which accessed both sides of the railway crossing.
- c) FP 1, 3 & 4 – Essex County Council remained of the opinion that the re-instatement of FP3 was a viable option combined with the extinguishment of FPs 1 and 4. This matter was still being considered by all parties.

11/09/19 FINANCE

Business Access A/C balance: £5,338.69

Community A/C balance: £1,416.33 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 7th September 2019 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) The Financial Regulations updated as per NALC recommendations and approved by those members present.
- d) Members agreed to re-instate a Policy for Donation/Grant requests. Small grants for local organisations would be considered annually by the parish council at its March meeting. The Policy to be in line with that agreed by BSMPC at its meeting of the 19th November.

12/09/19 AUDIT MATTERS

- a) External Auditors approval of 2018/19 accounting statements received with no matters arising.
- b) Internal Audit Review meeting to be held on 28th October, 6pm – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor to attend.

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

13/09/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

The following documentation had been circulated and noted:

LTN22 Disciplinary and Grievance Arrangements

EALC Legal Update September Issue 18

14/09/19 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated.

Letter from Cllr Butland, Leader of BDC referencing Planning Practice Guidance and the Calculation of the Five Year Supply of Housing Land – noted.

15/09/19 PHYSICAL RISK ASSESSMENT

Cllr Monk presented her report to the meeting. Assets in a satisfactory condition. Weeds and brambles to be cut back around bus shelter. Benches at riverbank to be cleaned. Tree branches to be cut back from around light at Woolpit Downs. Mesh on Millennium footpath gate needed attention. Normandie Way hedge to be trimmed. Grass area at top of Colne Road to be trimmed. Dog waste bins needed cleaning. Clerk to follow up.

16/09/19 REPORTS

Bures St Mary PC: Cllr McCrory noted on the retrospective planning application for change of use at Knowle House (formerly Chambers bus yard). She also noted on the Cuckoo Hill site issues. Next meeting scheduled for Thursday 19th September. Cllr Baker to attend.

Cemetery: Cllr Aries reported: Visitors to the cemetery were very complimentary on its upkeep. On Thursday evening 25 Cubs were meeting at the cemetery to plant spring bulbs as a Pack Badge project. Bulbs to be planted under trees and hedge lines. Costs to be met by the Cemetery Authority.

Sportsground: Cllr Monk reported: Noah's Ark had received a SCC grant for improvements to its outside play area. A lease had been drawn up and agreed between Noah's Ark and the Sportsground Committee for use of the play area. Still waiting on the outcome of the grant applications to the BMF. Numerous asset repairs completed over the summer months. Insurance claim for damaged nest swing had been successful. Committee considering a use for the old roundabout. Graffiti still to be removed from picnic table.

Community Centre: Cllr McCrory reported: New Letting Secretary now in post. Two caretakers also in post following the recent resignation. Gas supply to be cut off. Electrical survey for the building in hand. Blue recycle bin at front of centre to encourage disposal of 'green friendly' waste. Cllr McCrory agreed to clarify with the Clerk the responsibilities of the Management Group Trustees. Cllr Ellis to attend the next meeting.

Station Adopters: Report had been circulated. Monthly working parties well supported. Carpark fees display notice installed. Parish Council questioning its legality and its positioning in a Conservation Area. Cllr Aries meeting with Greater Anglia in October to follow up on various matters regarding the station and its upkeep. Bures Station entered for a Greater Anglia Award. Access for All at stations including Bures being considered. Station Adopters exploring the idea of a painted mural for the rear wall of the carpark.

Transport: Nothing to report.

Tree Warden: Cllr Baker reported: She had 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. SCC had excavated and re-tarmaced the school playground to hopefully resolve the ongoing drainage and subsidence issues. Lower brick wall removed and the Play Pod sheds relocated. New teaching staff in post for Year 2, Year 4 and Deputy Head. A part time Family Support Practitioner also in post. Residents invited to offer information, artefacts or memories of WW11 as this will be a school topic for the year.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated.

Bures Common: Cllr Jackson's report circulated. The Trustees acknowledged the enormous contribution of the late Dennis Ambrose in inspiring and organising the rebuilding of the barn. New layout of the Markets was successful. The Trustees had agreed to expand the uses of the Common in line with the objects of the charity. Several events had been held recently. Cllr Monk agreed to represent BHPC at the AGM of the BCLT to be held in September.

17/09/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next Agenda item – to consider adopting a Data Protection Management Policy.

18/09/19 DATE OF NEXT MEETING

Monday 18th November 2019 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

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

The meeting closed at 10.20pm

Signed:

Chairman

Date: