

**Minutes of the Bures Hamlet Parish Council Meeting  
Monday 15<sup>th</sup> September 2025  
held at Bures Community Centre at 7.30pm**

**Present:** Cllrs J Chambers, J Child, S Keeble-Fox, S Manning,  
R Shackell, M Welch  
**In the Chair:** Cllr R Shackell  
**Also present:** J Wright (Clerk), Cllr J Aries (BSMPC),  
plus 1 member of the public

**01/09/25 APOLOGIES FOR ABSENCE**

Apologies received from Cllr M Elder (personal commitment).  
Apologies accepted by all members present.  
Apologies also received from Cllr D Holland (BDC) and Cllr P Schwier (ECC).

**02/09/25 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

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

**03/09/25 MINUTES**

Minutes of the Parish Council Meeting of 14<sup>th</sup> July 2025 (previously circulated) were duly approved and signed as a correct record.

**04/09/25 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

1 member of the public present.

**Concerns raised:** **a)** The recent fire incidents. **b)** Hamlet Court regularly being missed off the waste recycling collection service. **c)** What is happening with the pending replacement bus shelter. **d)** Why request for 30mph roundels at Colchester Road was refused by Highways

**Responses:** **a)** The Chair advised that the police had confirmed the fires were being treated as arson and parishioners would be kept informed as and when any information is received. **b)** Matter to be referred to District Cllr David Holland. **c)** Cllr Aries advised a grant application has been submitted to Suffolk Passenger Transport. Waiting on outcome. **d)** A traffic survey had been undertaken by Highways showing that the majority of drivers were adhering to the speed limit.

**County Councillor:** Cllr Schwier not in attendance however all correspondence between meetings from Cllr Schwier has been circulated.

**District Councillor:** Cllr Holland not in attendance however all correspondence between meetings from Cllr Holland has been circulated.

**Bures St Mary Parish Council:** Cllr Aries reported on the following: An objection has been submitted against DC/25/03192 The Three Horseshoes Public House. Continuing to monitor the ivy issue at Nayland Road carpark. Post Office to close in the New Year. It is suggested a satellite service may be set up locally. The sorting office in Colchester Road has been sold. Parish Councils to look at a banking hub. It has been suggested that a recognition of Robert Harrod's service to the village should be supported. Two vacancies remain on the parish council.

## **05/09/25 POLICE MATTERS**

**a) Issues raised with Community Policing Teams:** Several fire incidents have occurred in the village – sadly the cricket pavilion was gutted by fire on the 9<sup>th</sup> September. The whole community has given its full support and encouragement to the Cricket Club. Police and Fire services involved and matter being treated as arson along with 4 other recent incidences. District Cllr Holland has also given his full support to the matter.

Tammy Blest, Essex Fraud Officer to attend the October market. Police Forums are currently being held bi-monthly via Teams. Parish representatives encouraged to attend..

**b) Anti-Social Behaviour Website:** A new set of dedicated Anti-Social Behaviour (ASB) web pages to support residents and partners in understanding, reporting and managing ASB concerns has been launched by Braintree District Council.

**c) SpeedWatch:** The Suffolk Speedwatch is currently disbanded owing to lack of volunteers. However there are still concerns raised regarding speeding along the Sudbury Road. A letter of complaint received stated that the signage at the Colchester Road site was not visible. Cllr Aries advised there were currently only 6 volunteers for the Speedwatch Scheme and more were urgently needed. One ASB incident involving the Speedwatch team has been reported to Essex Police.

## **06/09/25 HIGHWAY MATTERS**

**a) Parsonage Hill lighting:** The Chair has a suitable location in mind, however still to be agreed with residents. Costs being investigated, although the Local Highway Panel is not taking on any more projects for the foreseeable future.

**b) NEEP application:** An application to hopefully improve parking issues at Water Lane, Station Hill and Normandie Way submitted to the North East Essex Parking Partnership. Waiting on a decision which may take up to a year.

**c) Water Lane flooding issues:** Highways attempted to clear the brook with a mechanical excavator but the risks were too high with various cables and pipes crossing the brook. Some debris had been able to be removed however now looking at using a vacuum excavator company to carry out the remaining works. Highways also considering a long term solution of putting in a holding pond further up stream. Matter ongoing.

**d) Millennium footpath repair:** The path has subsided once again. Quotations being sought to repair. Clerk to follow up with ECC Footpath Officer as it is a priority route to school for parents and children plus motorised scooter users.

**e) Station Hill trees:** Concerns have been raised that the 2 trees lining the footpath are in urgent need of height reduction and pruning. The tree root damage to the path is still awaiting repair. Both matters reported to Cllr Schwier.

**f) Safer crossing point:** On hold owing to Local Highway Panels no longer considering schemes for the time being.

## **07/09/25 PLANNING**

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

**b) Applications requiring consideration at this meeting:**

25/01941/HH No. 10 Water Lane – agreed in principle and to note Historic Buildings comments regarding the windows and fascias.

25/01930/TPOCON No. 8 New Cut – waiting on Parish Tree Warden's comments.

**c) BDC Call for Sites:** The parish council had previously submitted its comments to the Call for Sites supporting in principle the two sites submitted for Bures Hamlet these being BURE2070 and BURE2071. BDC Local Plan Subcommittee to revisit the question of the allocation of some northern Braintree District sites owing to the housing demands of the Government. Cllr Holland to inform the Local Plan Subcommittee that BHPC remained in support of the two sites. Cllr Child did not consider that residents had been asked their views on the Woolpit Downs site. However it was noted residents will be sought their views if the proposed sites become planning applications.

**d) Colchester Road land sales:** Enforcement Case now closed. Application No. 24/02650/FUL for change of use of land from agriculture to equestrian use approved. Clerk had contacted Barney Estates regarding ownership of the riverbank and fishing rights. However no response received to date. Continuing to follow matter up. The bat willows still remained under contract with Fordham Tree Surgeons for a further 2 years.

**e) Jubilee Grove:** Cllr Holland had followed up on the residents' concerns regarding the fire at Jubilee Grove with the BDC Cabinet Member who has since escalated it to the Housing Association. No further information received on this matter. The Clerk has submitted an application to Rural England Prosperity Fund for a grant to install grass grids to ease access for disabled visitors to the Grove. Jan Aries can apply for an Open Spaces or Enover grant if the Rural England Prosperity Fund bid is unsuccessful. Plans in hand to plant a boundary hedge with saplings supplied by the Woodland Trust.

**f) Chambers Bus Depot site:** Planning permission issued 31<sup>st</sup> July 2025. Pre- commencement conditions are being prepared. An early winter start is anticipated once all the Conditions have been discharged.

**g) Wormingford Farm site:** Cllr Aries (BSMPC) attended an Extraordinary Meeting of 11<sup>th</sup> September at Wormingford to listen to details of the Greenacres Packards Lane application Ref 251634 to develop a business hub adjacent to the CSH site. Cllr Aries offered to lodge an objection on behalf of BSMPC to the proposal because of inevitable impact on the village of Bures caused by an increase in HGV traffic. BHPC agreed to lodge an objection on the same grounds.

### **8/09/25 FINANCE MATTERS**

**Commercial Instant A/C balance: £10,263.25 Community Account balance: £2,748.25**

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

b) Bank reconciliation and verifying bank statements dated 5<sup>th</sup> September 2025 noted, circulated and duly signed by the Chairman and non-signatory member.

The Clerk advised that the Cemetery Authority will be asking the Parish Councils to restore the Precept payments to the previous sums. The Village magazine may be looking for funding to develop the publication. Finance reports from the Joint Sportsground Committee and the Joint Cemetery Authority circulated and duly noted.

c).NALC Clerk's salary pay award 2025-26 confirmed and back dated to 1<sup>st</sup> April 2025.

d) 2<sup>nd</sup> half year precept requests from SG and Cemetery presented and confirmed.

e) Mid year VAT claim submitted – noted.

f) 2024/25 HMRC Clerk's salary & tax completed – noted.

g) An appeal has been submitted by K Sarley to the HMRC against not filing PAYE return on time.

### **09/09/25 AUDIT MATTERS**

a) External Auditor's report for year ending 2024/25 received with no matters arising – noted.

b) Internal Audit Review scheduled for Monday 6<sup>th</sup> October at 6pm via Zoom. Clerk, Cllr Welch and Cllr Keeble-Fox to attend.

## **10/09/25 POLICIES**

The following policies were reviewed and adopted:

Donations, Press & Media, Safeguarding, Recording at Meetings, Use of Social Media, Training, Biodiversity, Environment, Disciplinary, Privacy, Grievance.

An IT Policy is now required for the AGAR Assertion 10. Clerk to follow up.

## **11/09/25 MATTERS ARISING**

**a) Gov.uk domain:** This has been adopted. The RFO is required to have a .gov.uk email address and this is now in place. The Chair and Vice Chair also have .gov.uk emails to comply with the AGAR requirements for the 2026 Audit. Assertion 10 guidance for the remainder of Councillors' email addresses states that Parish Councillors are not required to have .gov.uk emails at this time but they must have an email address solely for Parish Council business. OneSuffolk to ensure the Parish Councils joint website is accessibility compliant (WCAG 2). The Clerk is arranging for the website to be upgraded as required. Thanks expressed to the Clerk for persevering with this matter.

**b) Information Board:** The information board has been refreshed. Dean Manning has renewed the surround.

**c) Bench:** New bench now installed. Thanks expressed to Dean Manning for completion of both the information board and the bench.

**d) Social housing tenant issues:** Matter reported under Minute Ref 7/09 Planning – Jubilee Grove.

**e) Lamarsh Hill bungalows:** The garden issues at No. 21 were now under the Eastlight Housing Officer. Some garden clearance has been undertaken with more in hand.

**f) VJ event:** Another VJ event successfully held with good attendance. Thanks to Cllr Elder.

**g) Seasonal trade waste hire:** Owing to excessive waste over the summer season again, the Clerk had arranged for a seasonal trade waste bin to be hired to stand at the Essex Knowle. Costs shared between BHPC, BCLT and the SG.

**h) Utility Aid:** The Clerk had been investigating with Utility Aid to reduce the energy costs for the 4 parish lights. This has been an ongoing process for several months with no success to date. It was agreed to remove the matter from the agenda.

## **12/09/25 JOINT NHP AND JOINT PARISH PLAN 2024-25**

**a) Joint NHP:** Reg 15 Letter has been received which confirms formal receipt of the submission draft Bures Neighbourhood Plan 2021- 2037. Reg 16 consultation on this plan will commence on Monday 29<sup>th</sup> September 2025 and will run until 4pm on Friday 14<sup>th</sup> November 2025. The response form will be available online and hard copies will be available from the Post Office and retail outlets in the village. Documents can be found on the Braintree District Council website.

**b) Draft Joint Parish Plan 2025-26:** This will be updated with Community Action Points taken from the Bures Neighbourhood Plan once it is made. A meeting was held on 23<sup>rd</sup> September to discuss the village magazine. Looking for Parish Council funding. Reducing publications to 11 copies a year, with a bumper edition in December.

## **13/09/25 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

Open Letter from the Chair of NALC referring to the future role of parish and town councils – Cllr Child suggested a discussion should be held with all members on its relevance to BHPC. National Grid – Norwich to Tilbury submits Development Consent Order - plans to deliver community benefits. Clerk to follow up with Chair,

**4 Bures Hamlet Parish Council meeting minutes 15.09.2025**

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

**14/09/25 REPORTS** - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

**Asset Report:** Cllr Child had circulated his report prior to the meeting. Rose Cooper bench near river in need of a clean. Fencing along Millennium footpath in a poor condition however parish council remains unaware of whom the fence belongs to now following sale of land. Both bus shelters in need of a clean. Clerk to follow up on items raised.

**Cemetery Authority:** Draft minutes of the meeting of 9<sup>th</sup> June 2025 circulated, published and available to view on the parish council website.

**Sportsground Committee:** The draft minutes of the 8<sup>th</sup> September 2025 circulated, published and available to view on the parish council website.

**Community Centre:** Minutes of meeting held on 16<sup>th</sup> July 2025 circulated to members.

**Rights of Way:** Cllr Shirley Keeble-Fox had circulated her report prior to the meeting and it is available to view on the parish council website. FP5 – pipes now installed underground which will hopefully carry excess water down beyond the walkway.

**Primary School:** The Primary School newsletter had been circulated prior to the meeting and is available to view on the school website.

**Transport:** Cllr Welch had circulated his report prior to the meeting. Chambers and Hedingham Buses has been re-branded as KonectBuses as part of the Go-Ahead Group. The government is in the process of returning national railway services to public ownership.

**Station Adopters:** Mary Turner Lead Station Adopter had circulated her report prior to the meeting and it is available to view on the parish council website.

**Tree Warden:** See Planning applications and decisions.

**Bures Common Land Trust:** Changes being made to the kitchen in the barn. A new lean to shed has freed up space for a walk-in cupboard in the kitchen.

#### **15/09/25 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Cllr Welch had attended a First Aid Course on behalf of the parish council.

#### **16/09/25 ROTA FOR BSMPC MEETINGS:**

**2025:** 25<sup>th</sup> September – Cllr Child, 27<sup>th</sup> November – Cllr Shackell

**2026:** 22<sup>nd</sup> January – Cllr Keeble-Fox, 26<sup>th</sup> March – Cllr Manning, 28<sup>th</sup> May – Cllr Welch

**17/09/25 DATE OF NEXT MEETING:** Tuesday 18<sup>th</sup> November 2025 to be held at the Garrad Room, Bures Community Centre at 7.30pm.

Cllr Chambers gave her apologies for this meeting owing to a holiday commitment.

Future dates agreed: 2026: 19<sup>th</sup> January, 16<sup>th</sup> March, APM 30<sup>th</sup> March, AGM 18<sup>th</sup> May

The meeting closed at 9.45pm

Signed:

Chairman

Date

