

**Minutes of Bures St Mary Parish Council Meeting
Thursday 17th January 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, A Waring, L Alston, J Aries, T Fairbairn,
J McCrory, T Saer, R Butler (BHPC)
L Parker (BDC), J Finch (SCC)
In the Chair: Cllr Gill Jackson
Also Present: Mrs Jenny Wright (Clerk) plus 7 members of the public.

1/01/19 APOLOGIES

Apologies received from Cllr S Pentney (personal commitment) and Cllr D Ambrose (unwell). Apologies accepted by those present.

2/01/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non-pecuniary' interests and dispensation requests.
No Register of Interests declared or Dispensation requests put forward.

3/01/19 MINUTES

Minutes of the Parish Council Meeting of 22nd November 2018 and the Joint Planning Committee Meeting of 7th January 2019 (both previously circulated) were approved and duly signed as correct records.

4/01/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 7 members of the public present.

Applicant of the Buckfield House retrospective planning application presented a brief history of the site and his request for retention of the outbuilding. Chairman noted that the matter would be fully discussed by members at Agenda Item 7b.

Cllr Butler suggested that the request for a designated bus layby at Bridge Street should be investigated again. Chairman agreed that this would be reconsidered by the BPAP Highways Working Party. Cllr Butler also highlighted on the importance of the forthcoming parish council elections in May and the need to encourage a cross section of the public to stand for election. He noted that both parish councils had well established Chairmen. The Chairman noted the importance of having a well-established Clerk in office.

5/01/19 POLICE

Nothing for report. All police reports and police meeting dates circulated and available via the Suffolk Police website.

6/01/19 HIGHWAY MATTERS

- a) White line marking – this had been completed in the High Street along with new signage installed. However these works had highlighted the poor white line marking at Church Square and Bridge Street. Cllr Finch noted that this highway work was allocated to a Schedule of Works with date still to be agreed.
- b) Cuckoo Hill parking - Highway Officers were following up on a residents request to extend the double lines further up Cuckoo Hill. The parish council agreed to include this matter in its BPAP Highways Working Party discussions.

- c) Parking at High Street/Sudbury Road corner – the parish council had received a number of complaints that vehicles parking just before the bend created a hazard for other vehicles. Following discussions members agreed that there appeared to be no solution to the problem and to take no action.
- d) Unofficial school crossing point – safety of pedestrians continued to be a matter of high importance for the parish council and the primary school. It was agreed to include this matter in its BPAP Highway Working Party discussions.
- e) Bures roadbridge/Millennium footbridge – safety surfacing of footpath had been renewed. Refurbishment works to both bridges scheduled for the summer with a 4 week road closure traffic order to be applied for. SCC investigating site options for a works storage compound.
- f) 25 Nayland Road – planned building works commencing this month. Site owner had agreed to remove hedging and open up site to allow all works vehicles to access on to the site to ease parking issues in Nayland Road.
- g) Hedge cutting Sudbury Road – the Clerk agreed to write to all landowners whose land bounded the Sudbury Road to follow up on the necessary hedge and tree cutting for the B1508.

Cllr Finch had circulated his report prior to the meeting. Main items noted: Publication of the options assessment report for Sudbury Congestion Relief Scheme. Consultation on the CAB grant funding. Importance of the sport and physical activity sector to the Suffolk economy. SCC promoting drop in sessions for those interested in fostering a child.

7/01/19 PLANNING

All applications received and comments made – see attached list.

There was one planning application requiring a decision at the meeting:

DC/19/00042 Buckfield House, Arger Fen – erection of outbuilding (retention of) – no objections raised.

Appeal Notice APP/D3505/W/18/3215428 Cuckoo Hill site – the pending Appeal to be determined by an Open Public Inquiry with date and venue still to be agreed with the Inspector.

Application for 5 No. Lawful Development Certificates Cuckoo Hill site

DC/18/04205 Plot 3 and DC/18/04208 Plot 6 – refused.

DC/18/04204/04206/04231 Plots 1 & 2, 4 and 5 still waiting on a decision following a further site meeting by BDC and Stemar Group.

Pavement at Cuckoo Hill: Works had been undertaken along the access path to the site which had not been completed and remained a hazard to pedestrians. However until the pending Appeal for the site was concluded then members did not foresee any action being taken by the site owner.

Appeal Inquiry APP/Z1510/W/3207509 Land at Colchester Road, Bures Hamlet – an Appeal by Gladman Developments Ltd had been made to the Secretary of State following BDC's refusal of Application No. 17/02291/OUT. The Appeal to be determined by a Public Inquiry commencing on 12th February at Howards Hall, Bocking End, Braintree at 10.00am for 7 days. Both parish council Chairmen agreed to make individual statements along with other interested parties.

Land to rear of Cambridge Way – objections to Application 18/02139/OUT submitted by Gladman Developments Ltd had been made and a decision was pending. Bures Transition Group to draft a statement of its aspirations for future use of the land currently owned by Braintree District Council. This statement to be included in the Bures Hamlet Parish Open Spaces Action Plan 2019 and brought to the attention of Braintree DC Planning Officers.

Revised Application 18/02253/OUT Former garage site, Colchester Road, Bures Hamlet – no objections submitted although a retail outlet use for the site remained the parish council's preferred option – decision pending. It was suggested that the Stour Valley Project should be approached for its view on how the site may affect any future application for an extension of the AONB if it remained in its derelict state.

Enforcement Case 17/00321/COU Knowle House (formerly Chambers Bus Yard) – this case had been ongoing for several months resulting in the conclusion that a material change of use from Sui Generis to Class B1/B2 had occurred and therefore a breach in planning control. Retrospective planning permission still to be applied for. Noise survey currently being carried out until the end of January.

Enforcement Case 18/00260/COU Buck Field House, Arger Fen – the issue had been resolved and case was now closed.

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – the Investigating Officer had visited the site with a further site visit pending. Under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Officer to provide further updates as works progress.

8/01/19 Bures Parish Action Plan Summary (BPAPS)

A Joint Working Party had been set up for Highway, Transport and Parking Issues – Cllrs Jackson and Waring (BSMPC), Cllrs Baker and Welch (BHPC) plus the Clerk to attend a meeting of the Working Party. Clerk to arrange an agreeable date and time.

A Joint Working Party had also been set up for Retail Facilities – Cllrs Jackson, Saer and McCrory (BSMPC), Cllr Ellis (BHPC) to liaise on matters to give support to local businesses and to improve facilities in the village. Cllr McCrory offered to join a Street Lighting Working Party with the Clerk.

The Clerk had suggested that the outstanding balance on the Parish Plan fund currently held in the BHPC accounts should be transferred to a Working Parties fund. It was agreed to transfer 50% of the balance to the BSMPC accounts for use as and when needed to action items from the BPAPS.

9/01/19 MATTERS ARISING FROM PREVIOUS MINUTES

a) Pikes Marsh estate:

BDC Lease - licence being drawn up with the Legal Department to transfer play area to the parish council. BDC still pursuing outstanding obligations from the developers which continued to delay the transfer of the land to the parish council. It was agreed that the parish council should pursue directly through the BDC Legal Department.

Management of open space - ongoing issues with maintenance of the open space area owing to the delay in the land transfer from developer to BDC. Parish contractor monitoring and cutting as necessary.

S106 contributions – although the contributions had still not been released, Cllr Parker confirmed that they were secured for the play area improvements. However, the parish council could apply for a different project but would need to present evidence of need. Clerk to check if further S106 contributions were available for the parish.

b) Joint Emergency Plan: Ongoing with some progress.

c) Data Protection: Clerk continuing to collate or dispose of data as necessary to ensure the parish council was compliant. Cllr Aries agreed to assist the Clerk.

d) Elections May 2019: The Clerk had attended an Elections training event in November. Members agreed to promote the forthcoming May elections by circulating an advertising leaflet in the village as a joint parish council venture. Clerk to follow up.

The draft Casual Vacancy policy was agreed and adopted by all members present.

e) Speed Watch Scheme: Cllr Aries reported that approval of 3 sites for the scheme to operate at had been received from Suffolk Community Speed Watch. However the next steps for training and financing had still not been finalised with the Officer. Clerk to liaise with Cllr Finch to progress the matter. Cllr Aries suggested information be included in the school newsletter to encourage parents to volunteer as one of the approved sites was outside the school. The matter of speed reduction signs to be followed up if the speed watch scheme did not materialise.

f) Superfast Broadband: The parish council continued to engage with Superfast Broadband providers on behalf of the residents who lived in the most rural areas of the parish to improve their limited internet service. Cllr Finch to follow up but further information was needed of the areas and its residents. Cllr Fairbairn agreed to co-ordinate the required information.

g) Housing energy at Eves Orchard: Cllr Parker following up on the concerns of residents regarding the process for installing new heating systems at the properties.

h) Grant application for a walks leaflet: The Clerk had submitted a grant application for £500 to the Braintree Ward Community Grant. Cllr Finch suggested to the Clerk to apply to his Locality Budget Fund for any shortfall in costs for the project. It was hoped to produce a walks leaflet similar to that sponsored by the Dedham Vale & Stour Valley Project for Stoke by Nayland parish. The members thanked Cllr Finch for his suggestion.

i) Christmas lights scheme: The scheme had once again been successful and thoroughly enjoyed by the village residents. The members thanked all volunteers for their continued hardwork. Bucket collections still to be forwarded to the Clerk for inclusion in the funds held in the parish council accounts.

j) Voice of the Councillor briefing: Cllr Aries and the Clerk had attended an interesting briefing at the SALC offices on the various perceptions and role of parish councils. The briefing was hosted by the De Montfort University of Leicester and gave an historical overview of how councils were set up.

Cllr Finch and Cllr Parker left the meeting at this point.

k) Audit of old style street lamps: It was agreed that this should be followed up within the remit of a BPAP Working Party for street lighting.

l) Parish contractor works: Works list circulated to members. (Attached).

a) The issue of the current huge amount of litter along the Sudbury Road was discussed. The contractor had attempted to clear but concerns had been raised on H & S. The Chairman to check when the next volunteer litter pick was scheduled for.

b) It was agreed the parish contractor should clean all signs within the boundary of the parish as required. The Clerk to check with the contractor on any signs needing repair and to follow up as required.

10/01/19 GROUNDS MAINTENANCE CONTRACTS

The Street Cleansing contract via Babergh District Council Street Cleansing Scheme had been due for renewal on the 1st January 2019 and the Parish Council Grounds Maintenance contract was due for renewal on the 1st March 2019. It was agreed to extend both contracts currently held to the 31st March 2019 to be in line with the financial year end for the parish council. Members agreed that both contracts should be advertised and tenders sought. Clerk to follow up.

11/01/19 FINANCE

Business Access A/C balance: £14,250.26

Community A/C balance: £5,094.13 (when all cheques paid)

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

b) Bank reconciliation dated 11th January 2019 – circulated, noted and attached.

Corresponding bank statements - circulated, noted and attached.

- Duly signed by the Chairman and non-signatory member.
- c) The BDC precept request for 2019/20 was duly agreed and signed.
 - d) The Clerk's pay scales for 2019/20 were duly accepted in line with Employment Briefing E02-18.

12/01/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations have been circulated and noted:

EALC Legal Update December 2018 & January 2019

HMRC Guidance Local Authorities & Similar Bodies (VAT Notice 749)

LTN 31 Local Council General Powers

LTN 9E Handling Complaints

LTN 38 Data Protection November 2018

S142 Local Government Act giving Power to donate to CAB

L09-18 Public Sector Bodies (Websites & Mobile Applications) Accessibility Regulations 2018

Information on Local Authority support with religious events – Cllr Fairbairn suggested it would be appropriate for the parish council to purchase a wreath for future Remembrance Services.

13/01/19 CORRESPONDENCE

All the following correspondence has been circulated for information and follow up:

Information on proposals for a Bures Carnival Week – a Bures Carnival Committee currently being set up with a week of activities scheduled from the 14th June. A meeting being held on the 30th January at the Eight Bells PH for anyone interested in joining the Committee.

Electoral Register 2019 update

2018 Review of Polling Districts, Polling Stations and Polling Places

Details of Babergh publicly accessible database for CIL & S106 Contributions

Briefing on SCC Budget Setting Strategy 2019-2023

Information on Babergh Building Control Team

AONB Monthly Updates November & December

14/01/19 REPORTS

Assets Report: Cllr McCrory presented her report to the meeting. The lamp post at the corner of the High Street and Sudbury Road had been struck by a bus and it was considered that a safety check of the post was needed. The waste generating to the rear of Fysh House Farm units was of concern and may need reporting to the authorities. Clerk to follow up on matters raised.

Bures Hamlet PC: Cllr Butler reported: An ECC surface water assessment feasibility study to be undertaken of the flooding issues at Colchester Road/Bridge Street/Station Hill. A site meeting arranged in March to consider options for traffic calming measures and pedestrian safety from the Mount Bures junction into the village. BHPC Chairman had requested members to consider what points needed to be raised in his pending statement at the Public Inquiry regarding the land at Colchester Road. A suggested aspiration for use of the land to rear of Cambridge Way to be drafted. The parish council was happy for the Common Trust to liaise with BDC Officers regarding use of the available S106 contributions from the upgrade of the old Swan PH building. Decision still pending on revised application for the garage site. Cllr Jackson asked members whether it was prudent for her to make a statement as BSMPC Chairman at the pending Public Inquiry and what points should be included. Members agreed Cllr Jackson should speak and suggested the primary school and surgery information be included. She would liaise with BHPC Chairman.

Cemetery: Cllr Aries reported: This was a busy time of year for the Clerk with several interments and burial of ashes being conducted. The Leylandii trees to be reduced by 50%

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on H & S grounds. New paths in extension area to be laid in the spring. Grounds maintenance and grasscutting contracts out for tender. Options for improving the waste disposal system being investigated.

Sportsground: Cllr Saer reported: Grant application for a new roundabout had been successful. Project now progressing. Tennis court surfacing poor and also in need of deep cleaning. Quotations obtained and Tennis Club negotiating a reduction in costs. Committee looking at a 3 year budget plan for laying new court surfacing. Quotation for re-painting of lines plus installing pickleball courts accepted.

Community Centre: Cllr McCrory reported: New heating system agreed and project progressing. Installation scheduled during the summer months. Soundproofing doors installed between the Garrad Room and the main hall.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. No major issues. A new dog waste bin to be installed along the permissive path at Cuckoo Hill. Unstable footbridge at FP11 reported. A request for replacement waymarkers along FP 14 submitted.

Transport: A working party of 10 volunteers maintaining the station area. BHPC contractor to cut the grassed areas within his contracted works. 4 flower tubs provided by Anglia Rail had been bedded out. Watering for the summer still be investigated.

Tree Warden: Report circulated. Ken Jackson currently surveying suitable sites for further tree planting. Tree information leaflet circulated. Cllr Saer asked whether additional trees could be planted along the ditch line to the rear of Beaumont Close. Tree Warden to be consulted.

SALC: No parish council representative appointed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

Primary School: Cllr Fairbairn had circulated his report as Chair of Governors. The PTA had raised £2,434.51 for the school during the winter term. A revised Curriculum Statement in hand. The primary school is classified as Exempted Outstanding. Nursery numbers for the coming year still be confirmed. Cllr Aries noted to Cllr Fairbairn that the gate leading to new playing field should be kept closed.

Bures Common: Cllr Jackson reported: Pathway and slabbing to area at front of barn progressing. Common Trust investigating options for installing heating in the barn. Bures Markets to recommence in March. Common Trust Secretary noted she would circulate regular updates to both parish councils.

15/01/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None put forward.

16/01/19 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 14th March 2019 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: Joint APM 18th March (revised date)

AGM 16th May, 18th July, 19th September

The meeting closed at 9.35pm.

Signed:

Chairman

Date