

**Minutes of Bures Hamlet Parish Council Meeting
Monday, 16th March 2020 at 7.30pm
Bures Community Centre, Nayland Road**

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, R Shackell, M Welch,
Cllr J Aries (Bures St Mary PC & Parish ROW Officer),
Cllr Pentney (Bures St Mary PC)

In the Chair: Cllr Michael Welch

Also Present: 1 member of the public

Acting Clerk for the meeting: Cllr C Ellis (Apologies had been received from the Clerk
In advance of the meeting owing to COVID-19 isolation restrictions)

01/03/20 APOLOGIES FOR ABSENCE

In light of the Covid-19 Pandemic councillors were not summoned to this meeting.
Apologies received from Cllr B Raymond and Clerk to the Council Mrs J Wright.

02/03/20 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.

03/03/20 MINUTES

Minutes of the Parish Council Meeting of 14th January 2020 (previously circulated) were
approved and duly signed as a correct record.

04/03/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was 1 member of the public present.

Concern was raised regarding the re-submission of the plans for development of the derelict
garage site, namely 7 – 9 Colchester Road. It was noted that the re-submitted plans were
essentially the same as those refused by BDC in 2017. It was also considered that a new
Flood Risk Assessment should be sought. Further concerns raised being the inaccuracy of
the scale drawings, the creation of back land development, piling and excavations on site
would be detrimental to neighbouring properties and contractors working on site would create
further parking problems along Colchester Road. Cllr McAndrew was handed a copy of the
drawings for his perusal.

At this point the Chairman advised that the public participation for individual contribution had
been exceeded.

No County or District Councillor in attendance.

05/03/20 POLICE

Under this heading there were no comments and nothing to report. Councillors noted that
they were kept fully informed of policing matters via emails and attachments from the Clerk.

06/03/20 HIGHWAY MATTERS

a) Local Highway Panel requests: 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. This issue remains unresolved and the junction to date is unchanged.
 - 2) Colchester Road – for 30 mph roundels from Mount Bures junction through to Bridge Street/Station Hill junction. This request has been refused.
 - 3) A request had previously been submitted for a pedestrian crossing to be installed at the Millennium Gateway and subsequently refused on the grounds that speed of vehicles entering the village was too high and this would create a danger to those using a crossing. Cllr Aries advised that the results of the recent traffic survey demonstrated that there were no grounds for the installation of a 40mph buffer zone as the traffic was not travelling too fast on entering the village. This being the case, it would therefore be appropriate to resubmit a request for a pedestrian crossing at the Millennium Bridge.
- b)** It was noted that a submission had been made for the repair of FP30 under the Footpath and Pavement Repair Scheme. FP30 currently marked out for repair.
- c)** The issue of tree roots causing hazard on Station Hill footpath was considered. Given that these cannot be removed some suggestions were made. Cllr Ellis suggested better lighting whilst Cllr Baker suggested the roots be painted in a bright/luminous colour.
- d)** Under the “Buddy” scheme of local devolution it was reported that 2 matters had been taken up. The defective flashing bollard at the junction of Station Hill and Colchester Road has been repaired whilst the loose manhole cover on Lamarsh Hill is being monitored.
- e) Flooding issues:** Nothing further to report on the ongoing flooding issues at Water Lane, Bridge Street and Station Hill. Nothing further to report on the ECC Surface Water Assessment Scheme.
- f) Anglia Level Crossing Reduction Strategy:** Network Rail is still deliberating on this matter with nothing further to report.

07/03/20 BURES PARISH ACTION PLAN

Joint Working Party reports:

a) Highways, Transport & Parking: A proposal to alleviate the ongoing parking problem adjacent to No 1 Colchester Road by extending the yellow lines along this section of highway was discussed. No progress has been made on this matter however it will continue to be pursued. A suggestion was made for a notice be affixed to any offending car windscreen but it was considered that this would be difficult to enforce.

b) Retail Facilities: Work is ongoing on the now-empty Bridge Stores which the owner is intending to turn into a convenience store. It was noted that for this to progress the owner may have to apply for Building Regulations and Change of Use as it may be considered a new venture. Newspapers continue to be sold daily from the Eight Bells and from the Community Centre.

c) Street Lighting: The application for a light at Parsonage Hill because of the new development has been lodged with ECC but no response received to date.

d) The Parish Councils and Climate Change: It is mooted that consideration be given to cease the use of glyphosate in the parishes. ECC is using steam but on the small scale of Bures this would be too expensive so the village contractor will be asked to investigate and research alternatives.

e) Joint Health and Well-being Plan: In the present situation re: Coronavirus, it was agreed that this should be put on hold.

08/03/20 PLANNING

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

b) Applications requiring consideration at this meeting:

No. 20/00324/OUT No. 7 – 9 Colchester Road, Vacant garage site:

Responses to be submitted to Braintree District Council by 25th March. This matter had been discussed at the Open Forum and those comments had been noted by members. The cost of clearing this much-polluted land would be very high and the developer has presented no costings. It was considered that back land development, if accepted, would set a precedent. However all members were keen to improve the eyesore created by the derelict site. It was suggested that residents should be canvassed on their views but the short time-scale would preclude this. It was unanimously agreed to put to BDC that a new flood risk and the ridge height of the new dwellings on the plans to be checked but in principle the parish council supported the application.

c) Other planning matters reported on:

APP/XC1510/W/19/3237376 Land South of Pen-lan, Lamarsh Hill – still waiting on Inspector's decision.

Land to rear of Cambridge Way – The Transition Group has drawn plans for the area to be used for a public amenity site with trees and planting. A pictorial representation has been produced along with a leaflet to be circulated throughout the village to raise awareness of the issue and both circulated to all members in attendance.

Cuckoo Hill development: The hearing on this issue is set for 21 April; however given the current situation re: Coronavirus, Councillors expressed doubt that this would take place.

Colne Road Site: This is progressing well with nothing untoward reported. Cllr Shackell, who lives near the site was very complimentary of the way the build is progressing and also the attitude of the workforce on site.

9/03/20 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) County Broadband installation: The Chairman, who is in contact with the company had no further developments to report. However, other members were keen to emphasise that the village should not be subjected to over ground poles being used; this seems to be mooted especially for Cambridge Way, Normandie Way, The Paddocks and Station Hill. Use of poles would hinder attempts to include Bures in the AONB submission; poles should only be used for outlying and isolated buildings and it was noted that underground connections were being laid in other villages by another company called GIGACLEAR. In the light of all the above the Chairman was asked to request an update.

b) S106 Contributions: Following the Clerk's discussions with BCLT the Parish Council agreed that the S106 Contributions available from Application No. 15/01471/LBC should be used to install ground matting at Bures Common. This is now agreed and installation is to begin as soon as weather dictated.

c) Parish Councils Foundation Award: It was agreed that all necessary data had been published on the website and that the necessary CPD points had been gained. Cllr Monk to send off registration.

d) Signposting information: Cllr Baker reported that she was having difficulties with this activity. Cllr Monk agreed that it was indeed difficult to utilise and adapt, whereupon Cllr Shackell suggested a way forward and would follow up with her. All Highway reporting tool links had been published on the parish council website for use by residents to report highway faults.

- e) **Lighting and Parking at Lamarsh Hill.** This ongoing problem seems no nearer to a solution. Members reported that the lights and parking issues continued to give concern to neighbouring properties.. The Chairman suggested that this was Greenfields' responsibility and it might help if nearby residents were to act in concert and pass the issue over to Greenfields. It was also suggested that there was a light pollution issue involved and therefore this should be reported online to the local authority. Clerk to follow up.
- f) **Essential First Aid Training Course:** Cllr McAndrew raised this matter and said he thought a course had been made available some years ago and asked for a further course open to residents. The consensus was that this should be possible but not in the current climate.
- g) **Ground Maintenance Contract:** Insurance and Risk Assessments up to date. JPB Landscapes contract signed by both parties.

10/03/20 BURES STATION ADOPTERS

- a) The lighting on the platform which is proving intrusive for nearby residents is to be adjusted and the work will be done by Friday, 20th March.
- b) A meeting was held at the station on Monday, 24th February re: a mural on the station retaining wall. Councillors agree it was a productive meeting with various ideas mooted. The matter remains ongoing, with involvement from Greater Anglia and Thomas Gainsborough School.
- c) A defibrillator is now installed in the station waiting room and is in service
- d) The CCTV cameras have been installed but are not yet working as there are no information signs installed.

11/03/20 RIGHTS OF WAY (BPAP 1)

The Parish ROW Officer's report had been circulated and noted.

Items referenced in particular from the report:

- a) Footpath 5 – Ferriers Farm to Hornes Green – the parish council had put forward Option 3 as suggested by ECC for re-routing the path. No further update.
- b) Footpath 30 – Currently marked out for repair under the Footpath and Pavement repair scheme. 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.
- d) ECC PP3 Scheme – Cllr Aries had investigated the benefits of the scheme and did not recommend the parish council to join at the moment.

12/03/20 FINANCE AND AUDIT MATTERS

Business Access A/C balance: £9,757.52

Community A/C balance: £1,567.63 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 7th March 2020 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) Financial & Operational Risk Assessment reviewed and agreed.
- d) Draft Data Audit reviewed and agreed.
- e) Reimbursement from Wayman & Long remained outstanding.
- f) ICO Data Protection Certificate renewed for 2020 – noted.
- g) Training Record update and published on website.

13/03/20 DONATIONS

A number of requests for donations had been submitted during the year. The Chairman suggested a figure of £400.00 be set as the target amount for this meeting and this was agreed unanimously. Three requests had been submitted on the appropriate form, these being from:

- a) Ferriers Barn for £250 to replace existing doors with fire doors
- b) Transition Bures for £150 for trees for a community orchard on the Essex allotments
- c) Station Adopters for £100 for perennial plants and flowers for the station.
- d) RBL for £300 for a contribution of a VE Day event.

Other requests by letter have been received from AONB; EACH; Home Start; CAB; NHW; Support4sight and Essex and Herts Air Ambulance.

After considerable discussion it was agreed to offer Ferriers Barn £250. Station Adopters £100 and CAB £50.00 in light of the impact on their service of the COVID -19 pandemic.

14/03/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All documentation has been circulated and noted and there were no comments made.

15/03/20 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

The Clerk's report had been circulated previously. Included was a letter from A&J Lighting on Sox Lamp costs. As the Clerk was not present at the meeting no comments were made and it was decided that any issues arising should be dealt with at the next meeting in May.

16/03/20 PHYSICAL RISK ASSESSMENT

Cllr Baker had carried out the assessment. Her report had been circulated and she had no further comments to make. No comments were forthcoming from the Council.

17/03/20 REPORTS

Bures St Mary PC: Cllr Pentney reported that BSMPC had acquired approval to join the village Speedwatch scheme and was looking for volunteers. She mentioned that parking issues had arisen in the Claypits Avenue area because of break-ins to vehicles therefore residents felt a need to park their cars near to their homes.

Re; Knowle House enforcement case – This case was heard at the Babergh District Council Planning meeting on 11th March. Cllr Aries had spoken on behalf of BSMPC. Permission was granted for the current tenant, Amobox to continue operations under B1.

Cllr Pentney also informed the meeting that a vacancy on the BSMC had been filled by the co-option of Mrs S Sills.

Cemetery: Cemetery Committee members met at the cemetery on Saturday, 8th March. Cllr McAndrew drew attention to the informal talk held with the builder of the Cuckoo Hill development where the boundary between the development and the cemetery was discussed.

Sportsground: The Chairman reported that the application for a grant to upgrade the old roundabout currently stored had been refused because no costings had been submitted. He noted that these would now be obtained and the application re-submitted. The matter of the CCTV installation was now able to proceed as funding was in place as follows: £200.00 from each parish council (agreed by members) and £200.00 each from the football club, the cricket club and the Community Centre. A grant is available from Babergh District Council for the fencing of the main playarea subject to the production of a final quote. Cllr Monk explained that the small corner of the sportsground which was part of the Bevills estate is now leased officially for a peppercorn rent.

Community Centre: Meeting 11 March 2020. Cllr Ellis attended and had no further comments to add to the already circulated minutes.

Transport: Cllr Welch attended an ECC Transport meeting in March. He reported that the meeting was essentially about Colchester transport so had nothing to report. However he did bring to the meeting's attention that the Chambers bus service through the village will introduce a new time-table that cuts provision from 2 buses per hour to one bus from the end of March.

Tree Warden: Cllr Baker reported on the approved application to reduce one Prunus pissardii at Oak Tree House, Colne Road. She also continued to raise her concerns with ECC regarding the large oak tree along Colchester Road.

Bures Primary School: The Chair of Governors had circulated an update. Councillors had no further comment.

Bures Common: 2020 Markets began on the 14th March. This was well supported. Work is due to start on the grass protection to improve the entrance.

NHW: NHW newsletters had been previously circulated. The Clerk was not in attendance at this meeting therefor nothing further to report.

18/03/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

It was reported that Mina's Indian Food proposes to visit the Common once a week, using a similar position to that used by the Fish and Chip van. This was widely welcomed with 2 provisos: that the visit does not clash with that of the Fish and Chip van and that the correct licences are in place. It was suggested these should be checked by BCLT and the matter pursued from there.

The setting up of a community volunteer group during the time of Coronavirus was suggested and should be put on the next agenda. However, given the situation it is not possible to say when this might be and maybe some other way of setting up the group will have to be found.

19/03/20 DATE OF NEXT MEETING

Monday 23rd March 2020 to be held at The Garrad Room, Bures Community Centre at 7.30pm – cancelled

Future dates booked: AGM 18th May, 20th July

Future dates to be agreed 2020: 14th September, 16th November,

2021: 18th January, 15th March, APM 22nd March

The meeting closed at 9.35pm.

Signed:

Chairman

Date: