

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 17<sup>th</sup> March 2022 at Bures Community Centre,  
Nayland Road at 7.30pm**

**Present:** Cllrs J Aries, T Fairbairn, G Jackson J McCrory, L Norton, S Sills, M Welch (BHPC), M Barrett (BDC). James Finch (SCC)  
**In the Chair:** Cllr G Jackson  
**Also Present:** Mrs J Wright (Clerk) and 4 members of the public

**01/03/22 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Saer ((personal commitment), Cllr Alston (Covid-19). Cllr Pentney (Covid-19). Apologies accepted by those members present. Cllr Fairbairn asked to leave the meeting at 8.45pm. Noted and accepted.

**02/03/22 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests. No Register of Interests declared or Dispensation requests put forward.

**03/03/22 MINUTES**

Minutes of the Parish Council Meeting of 20<sup>th</sup> January 2022 (previously circulated) were duly approved and signed as a correct record.

**04/03/22 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

**a)** Four members of the public present. Concern raised that many residents were unaware of the proposed highway alterations being incorporated within the planning application for the former Chambers depot site.

Matters of concern :

- bus stop planned to be relocated, this will result in lack of parking
- larger vehicles will have difficulty manoeuvring
- pavement projections will narrow the road.

The Chair noted that all raised matters will be discussed at the Joint Extraordinary Meetings of the two parish councils scheduled for 7<sup>th</sup> April. One resident asked if they could video traffic movement at the junction but would need assistance setting up a camera. Chair suggested a video of traffic movement would be sensible.. Also, it was suggested that the proposed highway drawings could be placed on Facebook. One resident asked whether hard copies of the plans could be circulated. The Chair considered that, as they were in the public domain then this would be acceptable.

All matters raised to be discussed further at Agenda Item 11 b.

**b)** District Cllr Melanie Barrett had circulated her report prior to the meeting: Items for noting – Face to face meetings resumed. Full council meeting held 2<sup>nd</sup> February. Cabinet approved a reduction in floor space and proposed giving notice at the council offices as a move to greater home working and the need for a fixed desk reduction. Cllr Barrett called the Cabinet decision in to Overview and Scrutiny for review, however her request was rejected and plans to reduce floor space will go ahead. Council Tax to be increased by 2%. An increase in social rent and affordable accommodation rent planned. £200k released from reducing the council's general fund reserve will be awarded in grants to organisations, bids to aid recovery

from effects of the pandemic and to aid economic growth. In March, Councillors will consider whether to continue with a leader and cabinet model of governance or switch to a committee system.

c) County Cllr James Finch had circulated his report prior to the meeting. Items for noting – SCC welcomes the Governments recognition of Suffolk’s communities need to see tangible and substantive benefits from the Offshore Transmission Network Review by coordinated connections of offshore wind before 2030. Government has given the green light to negotiate a County Deal. Suffolk was successfully chosen as one of nine areas across the country to be given the opportunity of negotiating a devolution deal. Suffolk is set to stage a host of exciting Jubilee celebrations during 2022. Plans already in place for a Festival of Suffolk. Suffolk Fostering and Adoption Service has been announced as a proud sponsor for Suffolk’s largest ever mass participation public art event, ‘The Big Hoot’. 50 ornately decorated owl sculptures will be scattered throughout Ipswich. Suffolk’s Fostering and Adoption’s owl named ‘Big Hoot-Little Hoot’ will represent the care that foster carers and adopters provide.

### **05/03/22 POLICE**

a) **PCC Fund:** Application submitted to the Suffolk Police Crime Commissioner Fund to support the costs of a part-time youth worker has been successful. However, approaches to the Porch Project and No.72 have not been able to secure a youth worker to work at the recreation ground. Cllr Jackson continuing to follow up on this.

b) **BSM Speed Watch:** Cllr Aries reported that the Speed Watch team is currently running twice a week. However it is difficult to run the scheme efficiently on a regular basis owing to the lack of volunteers. Further advertising in hand. Cllr Finch noted that a stretch of the B1508 through Little Cornard has been selected for the Number Plate Recognition Scheme.

### **06/03/22 HIGHWAY MATTERS**

#### **a) Drainage/pothole issues:**

1) B1508 - highway works have taken place near Great and Little Bevills in an attempt to rectify the drainage defects. However the flooding issues still remain. Highway Manager to meet on site with Cllr Finch. All potholes reported on the Highway Reporting Tool.

2) Smallbridge Entry – some potholes repaired but large tractor vehicles continue to create further damage. Patching unable to sufficiently bed-in. Residents encouraged to use the SCC reporting tool site.

3) Bridge Street pothole reported and agreed to be repaired.

b) **SID traffic calming:** Sudbury Town Council monitoring the data from the SID. As no number plate recognition is recorded in the data, STC confirmed that if a pattern of speeding is found by them then this is forwarded to Suffolk police to trigger a police on-site visit. The data currently indicates that the SID is encouraging drivers to reduce their speed.

c) **St Edmunds Lane:** The water seepage remains an issue at the bottom of the lane. The area is prone to local springs which could be causing the problem. Cllr Finch to meet on site with the Highways Manager.

d) **Suffolk Lorry Route Map review:** 3 locations identified having issues with HGVs – Bridge Street/High Street corner, Nayland Road corner and the High Street. Locations submitted online but no further update.

**e) Review of parish footpath cutting schedule for 2022:** The Access Team will undertake one cut per year of two short strips of PRoWs in the parish but will not undertake any additional routes. It is not known how this minimal allocation was agreed. Cllr Aries to forward the cutting schedule to Cllr Finch for follow up with Officers.

**f) Quiet Lanes Suffolk:** As a result of the deadline being extended for Wave 4 submissions, the parish council is able to put forward Smallbridge Entry for consideration. No objections received from members of the public. The parish council is happy to support this submission and to fund the designation. It is also agreed to meet the costs of replacing the 2 poles if necessary. Cllr Aries had attended the parish council meeting of Nayland with Wissington and put forward the request to submit a continuation of Smallbridge Entry, known as Mill Hill, up to the county boundary in Essex. The request was agreed and BSMPC to meet any costs. Wave 3 submissions going to Secretary of State for approval with Wave 4 in the summer.

**g) Nayland Road speed reduction:** A request has been made by residents for a speed limit reduction beyond Smallbridge Entry. However it is difficult for rural roads to be given 30mph zones. To be considered for any future Road Traffic Orders.

**h) Dropped kerb at Scout Hut:** Concerns raised that the dropped kerb had been reinstated in error when the Croft resurfacing completed. Photographs indicated a trip hazard remains. Cllr Finch to follow up matter with SCC Highways.

### **07/03/22 NATIONAL GRID BRAMFORD TO TWINSTEAD**

National Grid maintaining regular consultation with the parish council. Archaeological and engineering surveys taking place in the local area. Bramford to Twinstead reinforcement statutory consultation 25<sup>th</sup> January to 21<sup>st</sup> March. Both Cllr Aries and Cllr Fairbairn had attended the virtual meeting held on 11<sup>th</sup> February with County, District and Parish Councils. Cllr Fairbairn put forward a summary of the meeting and confirmed that a joint response to the consultation should be made. Members agreed a combined response with the 5 other neighbouring parishes with the emphasis on undergrounding.

### **08/03/22 MATTERS ARISING FROM PREVIOUS MINUTES**

#### **a) Pikes Marsh:**

1) Land transfer approved by both parties. BDC to send out for signing by parish council this coming week.

2) Ditch area - Cllr Norton, Saer and Jackson still to meet on site to assess the clearance and tidy of the area. No volunteers have come forward to date to take on caring for the shrub garden. Suggest a leaflet drop to neighbouring properties.

**b) Jubilee bench:** Bench in celebration of the Queen's Platinum Jubilee now installed at Windwhistle Ridge. Costs shared between the parish council and Bevills Estate.

**c) Queen's Platinum Jubilee:** An event at the community centre and on the recreation ground planned for Thursday 2<sup>nd</sup> June. Activities to include refreshment stalls, fire display, firework display and children's workshops and games. Glassware and commemorative mugs will be on sale. Street parties encouraged for the following Sunday. Costs and risk management via BSMPC. Bunting kindly being made by volunteers from the Wednesday Craft Club with material costs met from the parish council's budget. It is agreed to donate £200 to the costs of the event.

**d) Poor Broadband coverage at Smallbridge:** Cllr Finch reported that BT consider SCC should fund as costs prohibit any viability to make improvements at the location. Cllr Finch will investigate AONB grants and consider costs involved.

**e) Parish Contractor works:** Works list circulated to members.

**f) Items for comment and future follow up:**

**1) Garage areas:** Cllr Barrett reported that 1200 sites have been assessed across the district. A shortlist of sites identified Tawneys Ride site for possible development. Claypits Avenue site currently under review for possible primary school use. Cllr Saer noted that a garage door at Tawneys Ride remains open. Cllr Barrett following up. Cllr Barrett will contact BDC to make Officers aware that the parish council is keen to establish a way forward for the two sites.

**2) Off road parking solutions:** BDC parking review completed. Cllr Barrett has put forward potential parking areas particularly for Claypits Avenue and Tawneys Ride at Bures and hopes these will be included in the final report.

**3) Joint parish council magazine:** To follow up on this initiative once the new Parish Incumbent is installed.

**4) Upgrade of noticeboard:** Noticeboard repaired and remains functional. Agreed not to follow up on an upgrade for the time being.

**09/03/22 JOINT BURES NEIGHBOURHOOD PLAN**

**a) NHP update:**

**1) Advertising:** Leaflets circulated. Advertising via social media and parish magazine. Community engagement events scheduled for the next Saturday market on the 9<sup>th</sup> April and at the Community Centre on the 10<sup>th</sup> April. 2 banners being made to advertise events.

**2) Website:** A NHP website now up and running. Need to encourage residents to use the site.

**3) Housing Needs Survey:** The survey delivered by volunteers to all households in the village. 127 return responses online to date. Deadline for return is 27<sup>th</sup> March. £25 vouchers offered for the 1<sup>st</sup>, 20<sup>th</sup> and last return received. Volunteer risk assessment in hand as per parish council insurance liability.

**4) Steering Group:** Steering Group minutes dated 11<sup>th</sup> January, 8<sup>th</sup> February and 8<sup>th</sup> March were accepted by the parish council. Wider Group minutes of the 25<sup>th</sup> January also accepted. Next Wider Steering Group meeting scheduled for 22<sup>nd</sup> March.

**5) Spending Plan:** Accepted by the parish council. The NHP accounts running via BHPC accounts. NHP grants being applied through Groundwork UK.

**10/03/22 Joint Parish Plan 2021-22:**

**a) Bures in Bloom:** Volunteer group set up. It has been agreed that 4 half barrels will be placed on the approaches into the village. One of which to replace the dilapidated tub at Normandie Way. Funding from Babergh DC Locality budget approved and funding also to be applied from Cllr Scattergood's Councillor budget. Essex Highways to be approached regarding a flower trough to be placed at Station Hill leading round to Colchester Road. Members asked to donate £50 towards the project.

**b) Bures Climate Change:** Cllr Fairbairn considering sites suitable for electric charging points. 2 possible sites being the Nayland Road carpark and Bures Station carpark. Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme. First round heavily oversubscribed and the application delayed to second round of bids.

**Cllr Fairbairn left the meeting at this point.**

**c) Good Neighbour Scheme:** BSMPC has received a £1500 grant from Suffolk Community Foundation to supply hardcopies of Welcome Packs providing information to the local community about services available in the village and to progress a Good Neighbour Scheme for the village. A 'parent' group needed to run the GNS as the parish council cannot under the requirements of the grant. A group of interested volunteers meeting to follow up.

**d) Joint Heath & Wellbeing Plan:** Draft plan in progress. Grants for cycle racks being investigated. Suggested sites are the Nayland Road carpark, the Common and the station carpark. The initiative for a cycle map will not be taken up owing to lack of available grants. Clerk to arrange a virtual meeting with the EALC Health and Wellbeing team. Community Information session arranged for Tuesday 22<sup>nd</sup> March from 10.30am to 12.30pm at Bures Common. All residents welcomed.

## **11/03/22 PLANNING**

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

**b) Applications received since the previous planning committee meeting:**

DC/22/01100 Eden House – no objections. DC/22/01178 Fysh House – no objections.

DC/22/00754 Former Chambers Bus Depot, Church Square – application will be fully discussed at the Joint Extraordinary Meetings of the two parish councils scheduled for 7<sup>th</sup> April at the Community Centre at 7.30pm. Response to be made to BDC by 11<sup>th</sup> April. Members had listened to the concerns raised regarding traffic movement earlier at the Public Forum and supported the need to gather video evidence. The Chair suggested the parish council should commission its own traffic survey. Cllr Aries considered there is a need to define specific traffic issues. Cllr Barrett noted that employment needs will be considered when the application is determined and fully understands that the complexity of the junction is a major concern for residents.

**c) Other planning matters for reporting on:**

**Plots 5 & 6 Cuckoo Hill:** The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. An Application for Discharge of Conditions for DC/21/00745 Condition 9 (Monitoring Inspection Protocol) approved by BDC. Flooding issues continue to be reported to Officers by neighbouring properties.

**Land to rear of Cambridge Way:** Transfer progressing. BCLT has agreed to meet the costs of a new entrance gate into Brook Field Grove. A no parking bay to allow access through the gate still being followed up with Clarion Housing. 800 tree whips have been received. Planting by volunteers and children from the primary school commenced on the 10<sup>th</sup> March. Project very successfully organised by Ken Jackson of Bures Transition Group. A draft maintenance agreement has been drawn up for future use and maintenance of the land. BHPC to take possession from BDC with BCLT to maintain on behalf of BHPC. BSMPC to be third party to the agreement therefore allowing the land to be fully enjoyed by all Bures residents. The maintenance agreement has been circulated to all 3 parties for full agreement. It is noted that where any costs are not covered by grants or donations then these need to be shared between the 3 parties. BHPC has accepted the draft. Waiting on BCLT to confirm the 3-way split is acceptable. BSMPC agreed to either a 3-way or 2-way split depending on BCLT's decision.

**Bank House:** The parish council has made no objection to planning application No. DC/22/00194 for an extension and refurbishment to form a coffee shop and habitable dwelling.

**Barns at Over Hall:** Heritage Officer to visit site as one barn in an extremely dilapidated state.

## **12/03/22 AUDIT AND FINANCE MATTERS**

**Business Access A/C balance: £13,409.84**

**Community Account balance: £4,458.39 (when all cheques paid)**

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 16<sup>th</sup> March 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.
- c) Six donation requests considered: It is agreed to match fund Bures Hamlet Parish Council's contributions to the Jubilee event and Bures in Bloom - £200 and £50 respectively. It is proposed to give the following donations from the remaining budget: Citizens Advice £100, Fresh Start New Beginnings £50, SARS £50 and AONB £50. Unanimously agreed.
- d) Christmas Lights budget: Cllr Saer asked members to reconsider its decision not to allocate a budget towards the scheme for 2022/2023. The Chair suggested that as the budget has been set then she should approach the members again at the September or November meeting.
- e) CIL allocation £7,826.93: The cost of the Queen's Platinum Jubilee bench has been met from the CIL allocation. Church Square telephone kiosk upgrade - the Clerk had circulated guidance from British Coating Federation for repainting kiosks housing defibrillators. Renovations are often undertaken by volunteers adhering to the guidance. It is agreed to gain quotations from local tradesman to repaint the kiosk.
- f) BDC Street lighting maintenance and energy inventory and costs accepted. The parish council will investigate costs to replace the 3 parish bollards at Eves Orchard once the PWLB street lighting loan ends in the coming financial year.
- g) It is agreed to accept the NJC National Salary Award 2021/22.
- h) Policy for recording and social media at meetings being followed up jointly with BHPC.

## **13/03/22 CORRESPONDENCE**

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

Weekly SALC newsletters circulated.

Notice from Leader of Suffolk County Council regarding Government invitation to negotiate a ground-breaking devolution deal.

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

## **14/03/22 REPORTS**

**Assets Report:** Cllr McCrory had circulated her report prior to the meeting. All assets in a satisfactory condition. Grass around the Kissing Gate needs strimming to ease access through. One lamp bollard at Eves Orchard giving poor light and one leaning slightly. Telephone box needs a dust however Cllr McCrory confirmed that the defibrillator is monitored regularly.

**Bures Hamlet PC:** Cllr Welch put forward the following report to the meeting:

Several Local Highway Panel requests to be submitted including upgrading the VAS to a SID, applying for an extension of the 30mph at Lamarsh Hill, a pedestrian crossing at Colchester Road. Gaining evidence for both the Lamarsh Hill and Colchester Road LHP requests. Grants being investigated to replace the poor fencing along the Millennium footpath. Transfer of land at Cambridge Way progressing. Land searches completed, agreement, budget and resolution all agreed. No progress on the vacant garage site. The parish council has linked with the Stour Valley parishes to give support for proposed Route 5 of the current NG consultation along with a preference for undergrounding.

**Cemetery:** Cllr Aries had circulated her report prior to the meeting. Cemetery Authority waiting on Suffolk Tree Services Ltd to carry out further tests and visual inspections at height on the Sequoia and Cedar. Planted bulbs emerging. Widening of approach drive in extension area in hand. Wooden posts and chain link to be installed to protect the more vulnerable graves which are situated on the corners of the driveway. Overgrown utility pole cleared. To reduce costs of maintaining the Leylandii hedge it has been agreed to remove to ground level. Advice being sought to plant a more manageable hedge. Looking at alternative services for monitoring the Sequoia and Cedar. Cemetery fees increased but still remain a fair and reasonable rate.

**Sportsground:** Cllr Monk had circulated a report from the Committee meeting held on 10<sup>th</sup> March. The efficiency and usefulness of the CCTV system to be kept under review. Funding for a Youth Worker over the summer months approved. One expression of interest received for the sale of refreshments at the carpark. T Saer's offer accepted. Ways to raise funds to re-surface the tennis courts discussed. Tennis Club low on membership numbers. New playground equipment project proceeding well. Grants received and orders placed with suppliers for the equipment. Installation scheduled within 6 weeks. Pikes Marsh play area tidied satisfactorily. Primary school to use courts for netball sessions. BMF and Macmillan Hike events planned for this summer. The newly appointed Clerk has resigned. Jenny Wright to continue as Responsible Financial Officer for the time being. The post has been advertised.

**Community Centre:** Cllr McCrory had circulated a brief report prior to the meeting. Curtains up in the Garrad Room. UK Power Networks upgrading the power to prevent any further power outages from overloading the system. New dishwasher. Planning to increase hall charges from 1<sup>st</sup> April. Lettings up.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting and this has been placed on the parish council website. Items to note - As part of the Discovering Suffolk initiative, Cllr Aries has fixed a QR scan code to all fingerposts in Bures St Mary. The app condenses a comprehensive library of tried and tested walking, cycling and riding trails along with high-quality Ordnance Survey mapping into a pocket-sized solution that can be taken anywhere. 2 discs have been removed and the incident is seen as vandalism. Finger post at Upper Lane, Little Cornard installed. Finger post at FP8 has been repaired. Roadside finger post at FP9 has been reported as damaged. Flooding issues on BWY10 reported. Concerns have been raised regarding the Agricultural Determination DC/21/05947 approval.

**Transport:** Mary Turner had circulated her report on behalf of Bures Station Adopters. Spring bulbs planted along with pansies and primula plants. Some daffodil bulbs donated by Marie Curie planted in the large tub on the platform. Station Adopters to promote Marie Curie Planting Daffodils to mark the National Day of Reflection on 23<sup>rd</sup> March. Noticeboard displaying the dragon and a walking map now complete. 2 bat boxes donated by Maldonado Men's Shed to be erected in a tree at the end of the platform. The station garden to be entered in Bures Open Gardens 2022. The stolen pictures from the waiting hut are to be replaced. Bures Primary School children to embark on a project to paint pictures of flowers, wildlife and climate change. These will be fixed to the fence alongside the path leading to the ticket machine. Full report published on the parish council website.

**Tree Warden:** Ken Jackson noted that he raised no objections to the proposed tree works at White Lodge and at Little Bevills. Nothing further to report.

**SALC:** Cllr Fairbairn attends the online area forums and minutes available on the SALC website.

**Primary School:** Cllr Fairbairn, Chair of School Governors has circulated a March update. The school took part in NSPCC Number Day themed similar to World Book Day. The children revisited a story called 'Have you filled a bucket today? This book talks about best ways to make yourself feel good. Year 5 have been trained as 'Peer Mediators' using a training programme run by educational psychologists. Children joined a virtual assembly for Children's Mental Health Week to remind everyone that it is important to look after our mental health alongside our physical health. Safer Internet Day was another important event for the week. World Book Day raised over £200 donations to support the Ukraine refugees. Two new Parent Governors appointed. Full report published on the parish council website.

**Bures Common Trust:** Gill Jackson, Secretary had circulated a brief report on behalf of the Trustees. Monthly markets resumed in March. The markets were a very successful social event for the village. A Community event is planned for Tuesday 22<sup>nd</sup> March organised by the Braintree Well-being Officer. All welcomed.

### **15/03/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Noted that a new Clerk/RFO is currently being sought for the Joint Sportsground Committee. Cllr Barrett to check whether funding is agreed for the AONB/BDC Seasonal Rangers for 2022. If so it would be good for the Rangers to visit the village earlier in the season.

### **16/03/22 DATE OF NEXT MEETING**

Joint Annual Parish Meeting: Thursday 31<sup>st</sup> March 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Next Parish Council Meeting: AGM 19<sup>th</sup> May 2022

Future meetings booked 2022: 28<sup>th</sup> July (date moved forward from 21<sup>st</sup> July), 22<sup>nd</sup> September, 17<sup>th</sup> November

The meeting closed at 9.40pm.

Signed:

Chairman

Date