

**Minutes of Bures Hamlet Parish Council Meeting**  
**Monday, 17<sup>th</sup> March 2025**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs M Elder, S Keeble-Fox, S Manning, R Shackell, M Welch  
**In the Chair:** Cllr R Shackell  
**Also present:** J Wright (Clerk), Cllr J Aries (BSMPC Chair), Cllr D Holland (BDC)  
and John Child (prospective member)

**01/03/25 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Chambers (personal commitment).

Apologies accepted by those present.

Apologies also received from Cllr P Schwier (ECC) and Mark Grimwood (Clarion Housing Homes Manager).

**02/03/25 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.

Cllr Manning declared an interest in Agenda Item 7 Highway Matters (b) (1).

**03/03/25 MINUTES**

Minutes of the Parish Council Meeting of 20<sup>th</sup> January 2025 (previously circulated) were duly approved and signed as a correct record.

**04/03/25 VACANCY**

A vacancy had arisen owing to the sudden resignation of Cllr McAndrew due to ill health. The Chair, on behalf of all members expressed his thanks for the dedicated long service of Cllr McAndrew to the parish and especially his input to the NHP process. The vacancy had been duly advertised and one interest received. Members agreed to co-opt John Child. The Declaration of Acceptance of Office was duly signed and Cllr Child joined the table.

**05/03/25 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

**Mark Grimwood, Clarion Housing Homes Manager:** Mark Grimwood had given his apologies as he was unable to attend the meeting.

**County Councillor:** Cllr Schwier had offered his apologies for the meeting owing to being indisposed with a broken collar bone. Members wished him a speedy recovery. All correspondence between meetings from Cllr Schwier has been circulated.

**District Councillor:** Cllr David Holland spoke on the Local Government Reorganisation in Greater Essex. It is proposed to have one Elected Mayor and between 3 – 5 Unitary Authorities within a Greater Essex. Cllr Holland stressed that parish councils will be strongly needed and may be given greater powers. A meeting of the Chairmen of the Local Highways Panels in Essex is currently being scheduled to discuss the future programme of the panels. The LHP requests for the 40mph/30mph along the Henny Road and the 30mph extension at Lamarsh Hill will no longer proceed owing to cost implementation of speed surveys. Cllr Holland continuing to follow up on the enforcement case for the land west of Colchester Road on behalf of the parish council. Application No. 24/02650/FUL for change of use of land from agriculture to equestrian use will now be taken to full planning committee.

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**Bures St Mary Parish Council:** Cllr Aries reported on the following: Kevin Money appointed as new Clerk to BSMPC and will commence his role on 1<sup>st</sup> April. Meeting dates for the Sportsground Committee and St Mary Parish Council rescheduled to fit with the new clerk's timetable. St Mary Parish Council meetings to be held on the fourth Thursday of the month.. Next meeting scheduled for Thursday 20<sup>th</sup> March. Application DC/24/01103 for the old Chambers site to be considered at a BDC full planning committee meeting on the 16<sup>th</sup> April as the application has been deemed controversial by the Chief Planning Officer. Waiting on return of the speed indicator device from Sudbury Town Council who will no longer manage the device for the parish council. EV Plug In project not deemed viable for the Sportground Committee to progress however they have suggested BDC consider a site behind the primary school. A compressor unit running 24 hours a day at the corner shop is being investigated by enforcement. Cllr Aries (BSM) and Cllr Elder (BH) attended an inaugural meeting of the Joint Parishes Working Party Group held on 11<sup>th</sup> March online to look at issues created by HGV movement through the parishes. Notes from meeting circulated.

### **06/03/25 POLICE MATTERS**

- a) Issues raised with Community Policing Teams:** Essex PFCC confirmed that PCSOs will now not be axed owing to extra government funding. Burglary reported at Secretaries. There had been a disturbing dog attack at the Jubilee Grove. There had been no allocation of an officer to date, however a PCSO had visited the victim. Clerk following up on the incident.
- b) Parish Police Partnership Forum:** This is scheduled for March 31<sup>st</sup> at 6pm. Cllr Aries noted that the offer from Babergh DC to proceed with a PSPO for the recreation ground had been withdrawn. She suggested investigating for one via Braintree DC and Essex police.
- c) SpeedWatch:** Cllr Jan Aries, CSW Lead Volunteer reported that the team would be restarting again shortly.

### **07/03/25 HIGHWAY MATTERS**

Members noted that all LHP applications must be completed via a new online submission scheme.

#### **a) LHP request updates:**

- 1) Safer crossing point:** Owing to the current review of the Local Highway Panels it was agreed to place this item on hold until it became clearer if the panels will be continuing.
- 2) 30mph extension Lamarsh Hill:** See Agenda Item 5 District Councillor's report. Item to be removed from agenda.
- 3) 40m/30mph Henny Road:** See Agenda Item 5 District Councillor's report. Item to be removed from agenda.

#### **b) Highway progress reports:**

- 1) NEEP application:** A TRO for double yellow lines at the Water Lane junction and a single yellow line along Secretaries boundary wall has been rejected by residents and subsequently by Parking Partnership. A further TRO to be submitted to NEEP in 2025 for double yellow lines at the Water Lane junction and a single yellow line with a time restriction along Station Hill. A further resident consultation required. Clerk to follow up with Cllr Keeble-Fox.
- 2) Water Lane flooding issues:** Nearby landowners had cleared their ditches of vegetation. A works order raised for ECC Highways to clear the brook. Environment Agency to be on site when works undertaken. Some work has been undertaken by residents. Drains jetted on two occasions recently. Damage to pipes found and in hand for repair. Highways considering a long term solution of putting in a holding pond further up stream.
- 3) Traffic congestion on market days:** Some residents remain concerned. BCLT have installed advisory signs to park at the station and claim the carpark fees at the market stall. This has considerably improved the parking issues. New advisory signs installed on market days. Football club staggering kick off times on a Sunday.

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**4) Bus shelter licences:** A retrospective process to register all bus shelters on Highways land being actioned by ECC. Clerk has registered the two Colchester Road bus shelters. Waiting on final completion of registration.

**5) Joint parishes working group:** See Agenda Item 5 BSMPC report.

**6) Pothole repair on road bridge:** SCC has now taken responsibility for its repair.

**7) B1508 roadbridge repairs:** Anglian Water currently repairing damaged pipe underneath the bridge as sewage effluent discharging into the river. Major bridge repair work still to be undertaken. No subcontractor appointed and date for work remains unset.

**8) Station Hill tree root:** Remains in system. No repair date scheduled.

**9) Parking issues at Colchester Road:** No 1 Colchester Road has issues with cars parking across their driveway since Essex Highways installed yellow lines. NEEP has suggested the resident should apply for a Hbar to alleviate the problems.

**10) Parsonage Hill lighting:** Residents had approached the parish council for improved lighting on the hill. The Clerk and Chair to follow up to see if a full lamp will be viable.

### **08/03/25 PLANNING**

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

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

25/00278/HH Brook House, Colchester Road – members raised no concerns.

Cllr Keeble-Fox presented a design to improve the section of FP33 leading down onto Colchester Road from Hall Road. It was agreed further discussions needed with the landowner before this could proceed.

24/0674/FUL Pine View, Lamarsh Hill – this had been approved. Cllr Holland asked to be informed if a breach of conditions arises.

**c) Colchester Road land sales:** All issues under Enforcement. Application No. 24/02650/FUL for change of use of land from agriculture to equestrian use will now be taken to full planning committee. Date to be confirmed.

**d) Jubilee Grove:** Cllr Shirley Keeble-Fox reported the following: The Jubilee Grove working party continuing to build a 'dead-hedge' to encourage hedgehogs. A 'bug hotel' has also been built. A wild flower area to be created along with a pond life area. Grant funding being applied for via District Councillor David Holland.

**e) Ferriers Farm Barns:** No further update. Item to be removed from agenda.

**f) Chambers Bus Depot site:** See Agenda Item 5 BSMPC report.

**g) BDC Local Plan Review:** Information can be found on BDC website. Clerk to remove this item onto her Clerk's Report for future reference.

**h) National Grid Bramford to Twinstead:** Targeted consultations on proposed changes are to be held at 15 locations across Essex and Thurrock. Consultations open 25<sup>th</sup> February ending on 27<sup>th</sup> March.

### **09/03/25 FINANCE MATTERS**

**Business Instant A/C balance: £12,216.37 Treasurers Account balance: £1,225.27**

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

**b)** Bank reconciliation and verifying bank statements dated 11<sup>th</sup> March 2025 noted, circulated and duly signed by the Chairman and non-signatory member. Details of the Station Hill grant fund spend circulated. Ruth and Colin Lorkin kindly offered to sponsor the display boat plants and the Clerk kindly offered to sponsor the garden plants for the coming year.

**c)** Members agreed not to offer a donation to any charity requests received during the year owing to ongoing financial restraints.

**d)** A Pre Renewal Insurance Questionnaire had been received from Gallagher Insurance for the parish council to review its pending insurance quotation prior to renewal on the 1<sup>st</sup> June 2025. Members were happy with the Pre Renewal and the Clerk would inform Gallagher accordingly.

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- e) To improve transparency between the parish councils and the committees it was agreed that the Cemetery Authority finance report along with the Sportsground Committee finance report will be forwarded to both parish councils for reference at each of their respective following meetings. The Clerk noted that the Cemetery Authority is in a different position to the Sportsground regarding Legal Entity as Article 8 of the Local Authorities' Cemetery Order 1977 specifically provides for separate arrangements including the employment of staff.
- f) Lloyds Bank advised of changes to the Community Account commencing January 2025. Key changes being £4.25 monthly fee to be applied plus fees for electronic payments, DD, cash and cheque payments. Interest rates are also being reduced from 15<sup>th</sup> April on the Business Account.
- g) Members agreed to continue to outsource the 2025/26HMRC payroll to Kate Sarley.
- h) The Clerk had duly removed Cllr McAndrew as a Signatory for the Authority following his resignation from the parish council.
- i) OneSuffolk website hosting joint package with BSMPC has increased by £6 per annum – noted.
- j) The Clerk had duly completed The Pensions Regulator re-declaration of compliance – noted.

### **10/03/25 MATTERS ARISING**

**a) Bleed kits:** A speaker from the Daniel Baird Foundation to attend the Joint APM on the 24<sup>th</sup> March. A demonstration to be held on 9<sup>th</sup> April in the School Hall at 6pm. All welcome. The Clerk is in receipt of 3 bleed kits. Costs to install may be taken from the S137 budget. Clerk still waiting on approval from Greater Anglia for one of the kits to be installed at the station. Members to consider other sites in the parish if Greater Anglia do not give approval.

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

**b) Lamarsh Hill bungalows:** Eastlight Housing has agreed to install sensor long length lights on each of the bungalows to improve the lighting for the residents. The carpark solar light is insufficient for the area.

**c) Raising volunteer awareness:** To be promoted at the Saturday markets and at the Joint APM on 24<sup>th</sup> March. Several volunteers helping with the hedgehog habitat at Jubilee Grove.

**d) RBL WW2 event:** Event at the Community Centre to be held on 8<sup>th</sup> May. Church bells to be rung at 6pm followed by supper and music at 7.30pm with beacon lighting at 9.30pm.

**e) Gov.uk domain:** Clerk had circulated a quotation from One Suffolk for a website domain and Gov.uk email addresses. She suggested that this cost could be shared between the 4 committees. Members raised concerns on email storage costs and the current cost of Dropbox. Clerk to continue to follow up.

**f) Utiity Aid:** No further action from Utility Aid for the parish council to gain an improved electricity provider.

### **11/03/25 JOINT NHP AND JOINT PARISH PLAN 2024-25**

**a) Joint NHP:** The parish council agreed to forward the Reg 15 plan with additions to Babergh and Braintree District Councils who may decide to make further amendments.

**b) Joint Parish Plan 2024-25:** Items still ongoing: website/facebook and parish magazine improvements. Clerk reported she has joined a church working party to discuss improvements to the current version of the parish magazine. Snippet pages being submitted to the parish magazine bi-monthly. Parish Plan to be revised later in the year.

### **12/03/25 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

The parish council had been asked to express its thoughts on a potential commercial property on the outskirts of the parish. Members raised no concerns.

Grounds maintenance contract reviewed by JPB Landscapes and the parish council Both parties happy with the current contracts.

The Clerk noted that she had signed the BDC Street Clean Partnership Agreement 2025-26. on behalf of the parish council.

**13/03/25 REPORTS** - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

**Asset Report:** Cllr Shackell had circulated his report prior to the meeting. Bus shelters needed a clean and tidy. All other assets reported in a satisfactory condition.

**Cemetery Authority:** Draft minutes of the meeting of 13<sup>th</sup> January 2025 circulated, published and available to view on the parish council website.. Draft minutes of 10<sup>th</sup> March 2025 still to be circulated.

**Sportsground Committee:** The draft minutes of the 13<sup>th</sup> March 2025 circulated, published and available to view on the parish council website. Next meeting - 1<sup>st</sup> May 2025.

**Community Centre:** Minutes circulated from last meeting to members.

**Rights of Way:** Cllr Shirley Keeble-Fox had circulated her report prior to the meeting and is available to view on the parish council website.

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

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

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

**Bures Common Land Trust:** No report received.

**14/03/25 INFORMATION EXCHANGE/NEXT AGENDA ITEMS** - None put forward

**15/03/25 DATE OF NEXT MEETING:** AGM Tuesday 6<sup>th</sup> May 2025 to be held at the Garrad Room, Bures Community Centre at 7.30pm. Note this is a re-arranged meeting from Monday 19<sup>th</sup> May 2025

Annual Parish Meeting arranged for Monday 24<sup>th</sup> March commencing at 7pm.

Future dates agreed 2025: 14<sup>th</sup> July, 15<sup>th</sup> September, 17<sup>th</sup> November

The meeting closed at 9.47pm

Signed:

Chairman

Date