

**Minutes of Bures St Mary Annual Parish Council Meeting
Thursday 18th May 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, T Fairbairn, J Aries, D Ambrose, R Kemball,
J McCrory, L Alston, A Waring, M Welch (BHPC), L Parker (BDC)
In the Chair: Cllr Gill Jackson
Clerk: Mrs Jenny Wright
Also Present: Mr Tim Underwood (Emergency Plan Co-ordinator)

1/05/17 ELECTION OF CHAIRMAN

Cllr Gill Jackson duly elected as Chairman.

Chairman's Declaration of Acceptance of Office duly signed.

2/05/17 APOLOGIES

No apologies received.

Cllr Waring noted that he would need to leave the meeting at 8.15pm to attend a Scout meeting.

Cllr McCrory had informed the members that she would be arriving late to the meeting owing to a prior School Governor's meeting.

3/05/17 CO-OPTION OF COUNCILLOR

The Casual Vacancy had been duly advertised but no interests had been received to date.

4/05/17 ELECTION OF OTHER OFFICES

Vice Chairman: As the current Vice Chairman Cllr McCrory was not in attendance until later in the meeting the Chairman proposed Cllr Aries, seconded by Cllr Ambrose subject to Cllr McCrory not wishing to take up the Office for the coming year.

Cemetery: Cllrs Alston, McCrory and Aries.

Sportsground: Chairman: Cllr Jackson. Members: Cllrs Ambrose and Kemball plus one vacancy.

Community Centre: Cllr McCrory.

SALC: Vacancy.

Tree Warden: Mr Ken Jackson.

Parish Rights of Way: Cllr Aries.

First Aid Officer: Cllr McCrory.

Planning Committee: All members.

Other Responsibilities:

Highway and Parking: Cllrs Ambrose and Kemball.

Health matters: Cllr McCrory.

Legal: Chairman and Clerk.

Primary School: Cllr Fairbairn.

Community matters: Cllr Waring.

Emergency Co-ordinator: Mr Tim Underwood.

Cllr McCrory joined the meeting at this point.

5/05/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

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

None declared.

6/05/17 MINUTES

Minutes of the previous Parish Council Meeting of 23rd March 2017 and the Joint Annual Parish Meeting of 30th March 2017 (previously circulated) were duly approved and signed as a correct record.

7/05/17 PUBLIC FORUM

Mr Underwood thanked the parish council for its recent wheelie bin sticker initiative. There were no other questions or comments raised.

8/05/17 POLICE

All police reports and police meeting dates circulated and noted.

Items reported to PCSO Laura Mansell: There had been anti-social behaviour at the Scouts Camping Ground and the youths (note not from the Scout Troop) had been banned from the Probert Estate. Also anti- social behaviour at Tawneys Ride from the same group of youths. Advised to ring 101 when incidents are occurring. Theft of mini digger and break in at Fysh House Farm both reported.

9/05/17 HIGHWAY MATTERS

- a) **School crossing** – SCC Highways confirmed that the marking of the crossing with a visible colour would be included in programme of works from 12th June.
- b) **Bollards at High Street** – as the parish council was reluctant to agree to the installation of the approved bollard opposite The Croft unless the request for a bollard at St Mary's could be followed up, Cllr Finch agreed to investigate the matter further. A priority for the members was the safety of pedestrians along the High Street. The Chairman requested a site meeting with the LHB Team.
- c) **St Edmunds Lane** – HGV signs now in place at both ends of the lane. Some members unhappy with the style of the signs but agreed sufficient. Some clearance work had been undertaken by BDC but still unsatisfactory. Cllr Finch to follow up.
- d) **Hollow Lane works** – following the parish council's disappointment at the unsatisfactory works completed by SCC, Cllr Finch agreed to follow up on the matter. It was noted that the drain repair was still to be actioned but the pot holes had been highlighted ready for repair.
- e) **Road bridge footway surfacing** – Cllr Finch confirmed that improvements to the safety surfacing would be included in the scheduled bridge repair works for 2018. Anglian Water currently repairing the water leak under the bridge structure.
- f) **B1508 speed limit change** – restrictions now implemented. The Chairman thanked Cllr Finch for his input. Cllr Fairbairn asked for traffic speed to continue to be monitored and traffic incidents logged. Cllr Finch noted this.
- g) **Overgrown hedges** – high hedge cutting work had been completed at St Edmunds Lane. The Clerk had reported the overhanging branches along Sudbury Road near Corn Hall. Cllr Finch suggested the parish council should contact the landowner in the first instance and then SCC would follow up if works not undertaken.
- h) **Kerbing at High Street** – Following a complaint by a resident who had tripped on the pavement kerb, the Clerk had written to Highways. The Officer was currently investigating the matter with a view to removing the section of kerb and providing a slope to replace the step.

- i) **The Croft** – the Clerk had followed up on various items raised by a resident of The Croft. Shingling encroaching onto the surfacing from driveways – these would continue to be regularly swept back by residents. Weeds – the parish council agreed for the parish contractor to include weed spraying along the first section within his contracted works. Speeding – this would continue to be monitored however following responses received from residents the parish council had agreed not to follow up on speed signage.

Cllr Fairbairn asked if there could be parking restrictions put in place along the B1508 at Nos. 1 – 4 Sudbury Road. Members agreed to monitor the parking and if necessary investigate the options.

Cllr James Finch left the meeting at this point.

10/05/17 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh playarea:

- a) Land transfer: The transfer from Persimmon Homes to BDC had been finalised. BDC to arrange formal adoption of the play area to the parish council.
- b) Access route and ditch maintenance: Peter Garrett, BDC Public Realm was in agreement in principle to re-route the access across the ditch with a footbridge approximately half way up in line with the entrance into the play area. Works to be agreed following adoption of the play area. Parish contractor had cleared debris from the ditch and trimmed the playarea.
- c) S106 contributions: The consultation questionnaire on preferences for play equipment had been actioned and survey results accepted by BDC. Still waiting on release of £5,000 S106 contributions.
- d) Play equipment: Playquip continuing with storage free of charge for the 3 special play equipment pieces from the original agreed order. Remainder of order held on file until release of monies from BDC.

2) Bank House: Cllr Parker advised that no planning application to restore the building had been submitted to date. Members discussed the need to question the works which appeared to have previously been carried out without planning approval. The Chairman suggested that until a planning application was submitted the item should be removed from the agenda.

3) Sworders shop front: The owner had offered his sincere apologies to the parish council for the continued delay in making good the shop front. He accepted that it was now in urgent need of repair and would ensure the work was carried out before the summer. Clerk to follow up.

4) Silver Birch trees at Eves Orchard: The parish council continued to give its support for the 2 silver birch trees to be removed however Cllr Parker advised members that BDC had made a final decision on the matter and would not be removing them. The tenant had obtained a quotation for works to cut back but was unable to meet those costs. The Chairman suggested that the Tree Warden would be happy to trim back any overhanging branches. This was agreed as a good compromise.

5) Wheelie bin 30mph sticker scheme: The Clerk was in receipt of the wheelie bin stickers and had advertised the scheme. Cllr McCrory agreed to offer stickers to residents in Nayland Road. Clerk to offer to residents in Colchester Road.

6) War memorial: The laurels had been cut back and area cleared of debris. Bures PCC had placed bedded tubs either side of the memorial. The waste bin had been re-positioned and the area was now greatly improved. The Clerk had obtained 2 quotations for the restoration of the memorial and repair of the boundary wall coping. It was agreed to accept the quotation from Luxstone Monumental Masons £1,757.00 + VAT. Bures Hamlet Parish Council had kindly agreed to meet 50% of the costs.

7) Land agreement at Sportsground & Community Woodland: Bevills Estate Trust currently drafting a formal long term lease to remove the two portions of land from agricultural use. Agreed to remove item from the agenda until further notification is received from Bevills Estate Trust.

8) Assets of Community Value: Chairman continuing to progress an ACV for the Three Horseshoes PH with the owner's consent. Supporting statements still required from CAMRA and Team Tree to move the application forward.

9) Joint Emergency Plan: Tim Underwood informed the members that some modifications still required before presenting to the parish council for approval.

10) Grounds maintenance: Noticeboard, bus shelter and all waste bins had been cleaned. Debris regularly being cleared from the Tawneys Ride garage area where the youths congregate. The parish contractor was emptying the layby waste bins at Clickett Hill and Sudbury Road above his contracted frequency owing to visitors emptying their cars of litter. The Chairman suggested a trial scheme to remove the waste bins and place notices explaining the reasoning but this was rejected by those present and it was agreed to continue with the current arrangement.

Cllr Waring left the meeting at this point.

11/05/17 JOINT PARISH PLAN

Cllr Fairbairn reported on the progress of the plan to date. A sub group had been set up to co-ordinate the questions and design of the questionnaires. Cllr Jackson thanked Cllr Fairbairn for his work on this initiative. She then circulated copies of the Adult and Kids questionnaires to all members for approval. She noted that Q25 had been included at her own recommendation. The members approved the surveys for circulation to all residents in the two parishes. Some concerns raised over establishing which households required the Kids questionnaires. Monkey Survey to be investigated for data processing. Cllr Parker congratulated the parish council members for progressing this initiative which would be crucial as formal documentation for future evidence of need.

12/05/17 OPEN SPACE, PLAY & OUTDOOR RECREATIONAL SURVEY

An assessment of open spaces across Babergh and Mid Suffolk was being undertaken by Public Realm. The study will be used by the District Councils as part of the evidence base for its new Joint Local Plan. The Chairman, Cllr Aries and the Clerk had met and the Clerk had submitted the agreed assessment for Bures St Mary.

13/05/17 PLANNING

All applications received and comments made – see attached list.

BDC & Mid Suffolk Call for Sites documentation had been circulated to all members. This provided a record of all land submissions made to the two Councils for potential housing or employment development allocation in the emerging Joint Local Plan. One site submitted for BSM – land to the rear of the Primary School. Cllr Fairbairn agreed to consult with Cllr Parker on possible future use of this parcel of land.

Correspondence from BAPTC on importance of Local Plans – circulated with no action taken.

14/05/17 FINANCE

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

Bank reconciliation dated 10th May 2017 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached. As per the Internal Auditor's recommendation the bank reconciliation and corresponding bank statements were signed by the Chairman and a non signatory member – Cllr McCrory.

The PWLB street lighting loan statement circulated. It was agreed not to review the annual payments on this occasion.

The Chairman put forward Cllr Fairbairn's request for members to consider in principle to fund a specific item for the primary school. Cllr Fairbairn suggested that on reflection it would be sensible to consider this following his discussions with the newly appointed Head Teacher in the autumn term.

2016/17 year end Clerk's salary and tax completed – duly noted.

2017/18 Clerk's pay award in line with NALC recommendations – duly noted.

2016/17 VAT claim submitted to HMRC – duly noted.

Lloyds Bank confirmed completion of the Bank Mandate Change. Bank signatories were Cllrs Jackson, Alston, Aries and Ambrose. All cheques to be signed by any two signatories as per the Financial Regulations.

15/05/17 AUDIT MATTERS

- a) The 2016/17 Annual Governance Statement was duly considered, approved and signed.
- b) The 2016/17 Annual Accounting Statement was duly approved by resolution, signed and dated.
- c) The following Audit items were duly approved:
 - 2016/17 Internal Auditor's Report with recommendations duly noted.
 - Appointment of Mrs Carolyn Holbrook as Internal Auditor for 2017/18 with fees to remain as per previous year.
 - Date for Internal Audit Review Checklist to be held early October – Cllr McCrory, Cllr Kemball, Clerk and Internal Auditor to attend.
 - 2016/17 accounts to be made available for sale at £5 per copy.
 - Asset Register.
 - Insurance Renewal.
 - Financial Regulations.
 - Standing Orders.
 - Risk Assessments. Parish Contractor insurance details to be included and held on file.
 - Model Publication Scheme.
 - Complaints Procedure.
 - Equality Procedure.

Cllr Fairbairn requested an update on the Morphus Project. The Chairman reported that the Sportsground Committee had considered requesting the return of the project deposit but members had currently met with the Team who assured that the project would be in place by the autumn term.

It was noted that 6.14 would be considered under the annual review of the Code of Conduct. Banking and cheque regulations were reviewed annually at the Internal Audit Review.

16/05/17 Government Consultation Papers/Legal Topic Notes

All the following documentations have been circulated and noted:

L02-17 The Code of Recommended Practice on Local Authority Publicity

LTN 5 Section No. 60 – Parish Councillor in council tax arrears prohibitions

Public Participation in Council meetings

LTN 11 Celebration and Similar Events
LTN 80 Members conduct and the registration and disclosure of their interests
LTN 31 Section 137 of the Local Government Act 1972
LAIS 1398 Running Free Consultation
LAIS 1399 Neighbourhood Planning Act 2017

17/05/17 CORRESPONDENCE

Dates of Town & Parish Liaison meetings for BDC - circulated – 2 parish council representatives invited to attend

Details of the Stour Valley Marathon 4th June and request for water tables at Claypits Avenue – agreed

Details of The Great Get Together Countrywide event – circulated. It was noted that a Picnic on the Common event had been organised by Bures Common Trust for Sunday 18th June in honour of the late Jo Cox MP.

Details of Dedham Vale AONB & Stour Valley Forum – 16th June – circulated
Report on River Water Quality from Andrew Ward, Fisheries Team – circulated
Came & Company Insurance Parish Matters update Spring edition - circulated

18/05/17 REPORTS

Assets Report: Cllr McCrory reported: All assets checked and satisfactory. She drew attention to the new system for accessing the defibrillator. The cabinet had been inspected by The Community Heartbeat Trust and all in order.

Bures Hamlet PC: Cllr Welch reported: Cllr Lee had been re-elected as Chairman and Cllr Welch had been elected as Vice Chairman following the recent resignation of Cllr Matthews. Sites Bure 165 and 166 had been removed from the Draft Local Plan. A 6 week Public Consultation to follow before final decision on the Plan taken by the Inspectorate. Application for outline planning permission for 9 houses on Land to rear of Windyridge recommended for approval to be considered at BDC Planning Committee on 23rd May. Members were considering a bus shelter for the Essex Knoll. Objections had been submitted against the proposed closure of the E54 rail crossing. Public enquiry pending.

Cemetery: Cllr Aries reported: 3 headstones had been repaired. Skip area screened and field gate installed for easier access. Cllr Aries had checked the condition of the benches. Some needed cleaning and maintenance repair. Copies of the cemetery maps to be mounted on the shed exterior for visitors to view. Meeting being arranged to assess condition of the boundary walls. Members currently following up on a residents request to remove or cut back trees along the main drive. 2 trees at top of main drive continuing to be monitored.

Sportsground: Cllr Welch reported: Groundwork for the Morphus Project scheduled to be in place within the next 8 weeks. A request had been received for the Committee to consider installing a disabled swing. This was being followed up. Quotations being obtained to erect fencing at the rear of the recycling centre. Centre swing bolt had been repaired.

Community Centre: Cllr McCrory reported: Quotes being obtained for LED lighting or softer spot lighting. Wall repairs in hand. A 5% increase on rental costs in 2019 being considered. Repairs to the roof was currently being undertaken. Members still considering other options for soundproofing as the curtaining had not been sufficient. Still waiting on improvements to the front entrance area to be completed by Wiles Contractors.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. She noted that dog fouling along the permissive path at Nayland Road had improved following the installation of warning signs and waste bin. All reported requests to SCC had been actioned.

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

Transport: The Station Adopters report had been circulated. New ticket machine creating some issues for commuters.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. He noted on the application to remove one tree at Willow House with a smaller more suitable species. On request he would do minor trimming works. Cllr Jackson advised him that members had earlier agreed this for the silver birch trees at Eves Orchard. He kindly agreed to follow up.

SALC: New representative needed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

Primary School: Cllr Fairbairn reported: New Head Teacher Ruth Slater appointed. Summer Fair scheduled for end of June. He suggested the parish council may wish to man a stall. Primary School keen to include all community partners. 192 on school roll with 28 children to enter Reception in September.

Bures Common: Cllr Jackson formally thanked Cllr Ambrose for his efforts in making the monthly markets so successful. Cllr Ambrose reported on the progress of the restoration of the barn. All voluntary labour. Carpentry in hand. Initiative to buy a board with your name inscribed on had been successful. Next market to include a display of vintage tractors and a herd of goats.

19/05/17 ANY OTHER BUSINESS – items to note and for the next agenda

Cllr Fairbairn asked the members to consider the current system of the annual allocation of charitable donation requests. Agreed to be an agenda item for the next meeting.

20/05/17 DATES FOR FUTURE MEETINGS

Parish Council meeting – Thursday 20th July – to be held at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked 2017/18: 21st September, 23rd November 2017, 18th January 2018

The meeting closed at 9.55pm.

Signed:

Parish Council Chair:

Date

