

**Minutes of Bures Hamlet Annual Parish Council Meeting  
Monday 13<sup>th</sup> May 2019 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs M Welch, M Baker, C Ellis  
Cllr G Jackson (Bures St Mary PC), Cllr J Aries (Parish ROW Officer),  
Cllr W Scattergood (BDC)  
**In the Chair:** Cllr Michael Welch  
**Also Present:** Mrs J Wright (Clerk) plus 3 members of the public

**Cllr Welch (Vice-Chairman) in the absence of Chairman Cllr Lee welcomed all those present to the AGM of Bures Hamlet Parish Council.**

**1/05/19 ELECTION OF CHAIRMAN**

It was resolved that Cllr Welch be elected as Chairman and the Declaration of Acceptance of Office was duly signed.

**2/05/19 APOLOGIES FOR ABSENCE**

Apologies received from Mrs Carolyn Holbrook (Internal Auditor), Cllr David Finch (ECC), Mr David Lee and Mr Barry Raymond.

It was noted that Mr Alan Crowe had not stood for re-election owing to poor health and the members sent their warmest wishes to him.

**3/05/19 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office duly signed by those members elected to stand Office. Consent forms to receive electronic summons duly signed.

**4/05/19 CO-OPTION OF NEW MEMBERS**

5 interests had been received for the 4 vacancies available following the recent parish council elections. On noting the valued interest submitted, one interest offered to withdraw and left the meeting at this point. It was agreed to co-opt Richard Shackell, Ken McAndrew and Barry Raymond and those present were invited to join members at the table. Declarations of Acceptance of Office and Consent forms to receive electronic summons duly signed. It was agreed that Barry Raymond could sign his acceptance and consent forms on his return from holiday.

**5/05/19 ELECTION OF OTHER OFFICERS**

Cllr Baker was nominated as Vice-chair and she duly accepted.

Cemetery Authority: Cllrs Baker, Ellis and McAndrew.

Sportsground Committee: Cllrs Welch and Shackell.

Community Centre: Clerk agreed to attend with a rotation of members during the year.

Tree Warden: Cllr Baker.

Parish Rights of Way: Mrs Jan Aries.

Planning Committee: All members.

EALC & BALC: Chairman and Clerk.

**Appointment of other responsibilities:**

Transport: Cllr Welch, First Aid: Cllr Welch, Emergency Co-ordinator: Clerk.

**Joint Working Parties:**

Highways and Parking: Cllr Baker, Cllr Shackell and Clerk.

Retail: Cllr Ellis and Clerk.

Street Lighting: Clerk

## **6/05/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

The Clerk advised all members that their Register of Members' Interests must be completed and returned to the Monitoring Officer at BDC by 1<sup>st</sup> June and all members were responsible for their disclosures. All completed registers would be available to view on both BDC and Parish websites. BHPC approved Code of Conduct was circulated to all members. No interest was expressed by members to attend training on the Code of Conduct and Standards Regime. The Clerk would inform the Monitoring Officer. To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting. Flow chart for declaring interests had been circulated to all members.

## **7/05/19 MINUTES**

Minutes of the Parish Council Meeting of 11<sup>th</sup> March 2019, the Joint Annual Parish Meeting of 18<sup>th</sup> March 2019 and the Joint Planning Committee Meeting of 8<sup>th</sup> April 2019 (previously circulated) were all approved and duly signed as correct records.

## **8/05/19 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

Cllr Scattergood advised she had no report to present however she was pleased to be in attendance to meet members of the parish council following the recent elections. She noted on the AONB Conference to be held at the University of Essex in June.

The Chairman congratulated Cllr Scattergood on her re-election as Ward District Councillor. The Clerk had circulated the ECC Key Messages 2019/20 to all members on behalf of County Cllr David Finch who had given his apologies for the meeting.

## **9/05/19 POLICE**

The Clerk had circulated the Local Community Policing Team contact details. PC Craig Wheeler had booked his Team to visit the village on Carnival Day, Music Festival week and the monthly Market in July, October and December. He had also made contact with the Bures Community Speed Watch Co-ordinator to offer support and would join the Speed Watch Team on occasion during the year.

No police representative in attendance as per current force directive. Police information circulated as and when received and newsletters also available online.

## **10/05/19 HIGHWAYS**

- a) **Mount Bures junction:** A site meeting had been held on the 7<sup>th</sup> March to discuss safety improvements for the junction. Officers from ECC Highways and Passenger Transport were in attendance plus BHPC, MBPC and Colchester Borough Cllr Brown. The Clerk to submit an LHP application to ECC Local Highways Panel for a reduction from 60mph with a buffer of 40mph coming into the 30mph at Bures Hamlet. Request to also include bus stop to be marked and formalised with slow markings on the road.
- b) **30mph roundels at Colchester Road:** LHP application to be submitted under the Joint Parish Action Plan (BPAP 6).
- c) **Bures roadbridge closure:** The works by Suffolk Highways to waterproof the bridge were planned to be undertaken between 29<sup>th</sup> July and 23<sup>rd</sup> August this year. The bridge would be closed to vehicles, but pedestrian/cyclist access to be maintained. Re-routing and advertising in hand.
- d) **ECC SWAS:** A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. No further action to date.

- e) **Anglia Level Crossing Reduction Strategy:** Regarding the E54 crossing at Bures the parish council was still waiting on the Inspector's decision following the Public Inquiry held on 8<sup>th</sup> November 2018 at Chelmsford. Cllr Shackell noted that the Inspector was currently focussing his attention to the high risk level crossings with no decisions made to date.
- f) **Manhole cover at Colchester Road:** The Clerk had referred this ongoing issue to District Cllr Finch as all online reports to Highways had advised the cover did not meet the criteria for repair.
- g) **Bollard at Millennium gateway:** LHP application to be submitted.
- h) **Footpath at 4 Lamarsh Hill:** It was agreed to remove this item from the agenda.

## 11/05/19 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting:
  - Application 19/00728/HH** Hopewell House, 13 Station Hill CO8 5DD – conversion of existing double garage into an outbuilding/garden room and a new single garage – it was agreed that additional information was required prior to a response being submitted. Chair, Vice-chair and Cllr McAndrew agreed to liaise.
  - Application 19/00512/LBC** 20 Station Hill CO8 5DD – internal and external alterations – no objection.

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

- c) **Other planning matters reported on:**
  - Appeal APP/Z1510/W/3207509:** Land at Colchester Road – the Appeal by Gladman Developments had been unsuccessful and the Planning Inspectorate's report had been circulated. The visual status of the land being the main reference by the Inspector for rejecting the Appeal.
  - Land to rear of Cambridge Way:** Early 2018 Bures Transition Group had drafted a statement of aspirations for use of the land. Bures Common Land Trust was currently liaising with BDC Asset Management Team regarding lease terms with a view to managing the land on behalf of the village and the statement of aspirations had been redrafted and submitted to BDC Planning Department for consideration.
  - Garage site:** Application No. 18/02253/OUT – permission had been granted and the site was now up for sale by Public Auction.
  - Land to rear of Parsonage Hill:** Application No. 18/02201/REM – revised plans submitted for a mix of 9 dwellings – applicant continuing to liaise with BDC Planning Department to gain approval for development of the site.
  - Land at Cuckoo Hill:** Revised drawings had been submitted by the developer for re-consultation. Bures St Mary Parish Council was still to respond. Members agreed to support any response put forward by the St Mary Parish Council following its meeting on the 16<sup>th</sup>.

## 12/05/19 BURES PARISH ACTION PLAN

- a) **Working parties:** 3 Joint Working Parties had been set up for Highway, Retail and Street Lighting issues. Still to agree meeting dates with new members following the recent parish council elections.
- b) **Parish magazine:** Cllr Jackson and the Clerk had met with the Editor to discuss issues arising from the request to publish the Action Plan Summary. It had been considered too lengthy for publication. The Clerk to request the Editor to hold 1 free page a month for both parish councils to submit items of interest. Cllr Ellis agreed to liaise with the Clerk on this initiative.

### **13/05/19 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED**

- a) Open Spaces Action Plan 2019:** Amendments to the plan had been submitted to BDC as agreed. Still waiting on updated Action Plan from BDC Planning Policy.
- b) S106 Contributions:** Bures Common Land Trust had submitted a project plan for use of the S106 contributions made available from Application No. 15/01471/LBC. The parish council supported the project and nothing further to report to date.
- c) Walks leaflet:** Grants had been received from both BDC and SCC Councillors' Awards towards the production of a joint parish walks leaflet. Designs and walk routes being followed up on.

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

- d) Social Media:** Cllr Baker and the Clerk continuing to follow up with a view to improving communication between the parish council and its community.
- e) Member surgeries:** It was agreed to hold regular Member surgeries at the Bures Markets during the coming year. Cllr Jackson to advise on dates available for members to attend.
- f) Re-print of riverside boards:** Clerk investigating costs.
- g) ECC Local Service fund:** Cllr Aries to apply to the fund to boardwalk section of FP5.
- h) Assets of Community Value:** Application to register the Eight Bells PH still to be actioned.
- i) Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- j) Data Protection:** Personal data held by the parish council to be collated as a requirement of the Data Protection Act. Ongoing. The ICO Certificate of Registration had been renewed.

### **14/05/19 FINANCE**

Business Access A/C balance: £15,325.44

Community A/C balance: £3,923.50 (when all cheques paid)

- a) Finance & Budget Monitoring Report** – circulated, noted and attached.
- b) Bank reconciliation report** dated 2<sup>nd</sup> May 2019 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) Bank Mandate Change form** submitted to Barclays Bank plc – new signatories agreed – Cllrs Welch, Baker and Ellis plus the Clerk with telephone and online access but non cheque signatory.
- d) Computer pin code** updated following change of Chairman – noted.
- e) 2018/19 HMRC Clerk's salary and tax** duly completed – noted.
- f) National Employment Clerk's Salary Award** implemented from 1<sup>st</sup> April – agreed
- g) 2018/19 VAT claim** submitted to HMRC – noted.

### **15/05/19 AUDIT MATTERS**

- a) The findings of the Review of the effectiveness of the system of internal control** held on 3<sup>rd</sup> October 2018 were considered and accepted.
- b) The Internal Auditor's Report 2018/19** was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2018/19** was considered, approved by resolution and duly signed.
- d) The Annual Accounting Statement 2018/19** was considered, approved by resolution, duly signed and dated.

- e) The following were reviewed and duly adopted:
- Standing Orders
  - Financial Regulations
  - Risk Assessments
  - Model Publication Scheme
  - Equality & Diversity Policy
  - Privacy Notice
  - Co-option Policy
- f) The following matters were considered and approved;
- Carolyn Holbrook appointed as Internal Auditor for 2019/20 with fees to remain as previous year
  - Internal Audit Review Checklist date agreed for October
  - Approved accounts to be made available for sale for £5
  - Asset Register
  - Insurance Renewal Premium
  - Minor Works Preferred Builders list

### **16/05/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

All the following documentation had been circulated and noted:

LTN 8 Elections

EALC Legal Update Issue No. 12

### **17/05/19 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

This had been previously circulated.

A request was considered for the waste bin at the Millennium Gate entrance to be re-located to the left of the entrance. This was not agreed owing to cost.

A request was considered for the parish council to increase its supply of dog waste bins in the village. It was agreed to purchase a larger bin to replace the bin adjacent to the hairdressers in Station Hill.

### **18/05/19 PHYSICAL RISK ASSESSMENT**

Cllr Baker presented her report to the meeting. All assets in satisfactory condition. The bus shelters needed cleaning. Some waste bins required emptying and the Clerk would ensure all bins contained bags. The area around the waste bin at Bakers Hall needed strimming. The Clerk had followed up on the complaint regarding the early cut back of the fading daffodils.

### **19/05/19 REPORTS**

**Bures St Mary PC:** Next meeting scheduled for Thursday 16<sup>th</sup> May. Cllr Welch to attend.

**Cemetery:** No meeting since previous report.

**Sportsground:** No meeting since previous report.

**Community Centre:** Cllr McCrory had circulated a report prior to the meeting: Gas supply to cease and Garrad Room gas oven to be replaced with an electric oven. Soundproofing doors successful. Lettings fees to be increased from 1<sup>st</sup> April. Lettings Secretary stepping down and adverts for the post in hand.

**Rights of Way:** Cllr Aries had circulated her report and to be held on file. Majority of footpaths remained passable and fairly firm with evidence of regular use. Damaged finger posts reported for repair. ECC had agreed for the 2 way markers posts to be replaced. Parish contractor had this work in hand. Several ROW in need of strimming. Clerk to follow up.

**Station Adopters:** Report had been circulated. Monthly working parties well supported. The much needed station water supply was now installed. Waiting room needed painting. Trees needed trimming back. Items being followed up with Greater Anglia.

**Transport:** ECC Passenger Transport meetings arranged for June.

**Tree Warden:** Cllr Baker presented her report to the meeting. She was investigating a TPO for the Ginkgo tree on Bures Common. Cllr Baker raised her concerns regarding the Oak tree standing just before the Millennium footpath gate. She considered it needed major dead wood clearance and further advice being sought on whose responsibility. The Clerk was in receipt of Tree Preservation Order No. 05/2019/TPO for the Oak tree at Stour Valley House.

**Bures Primary School:** A report had been circulated from the Chair of Governors. Staff, parents and pupils had been encouraged to observe the School's Five Ways focus to make a real difference to their wellbeing. World Book Day had been successful. SCC is currently assessing the overall condition of the playground especially in respect of potential drainage shortcomings. The school children had been given the exciting opportunity to design the cover of the 2019 Bures Carnival Programme.

**NHW:** Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. 6 new NHW street signs showing Essex Police logos ordered.

**Bures Common:** Markets continuing to be extremely successful. Maypole dancing to take place at three carnival events scheduled to be held on the Common. Cllr McAndrew enquired on event hire for the Common. Cllr Jackson advised that events held must be for the community and not for private hire.

## **20/05/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

## **21/05/19 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS**

2019: AGM 16<sup>th</sup> May – Cllr Welch, 18<sup>th</sup> July – Cllr Ellis, 19<sup>th</sup> September – Cllr Baker, 21<sup>st</sup> November – Cllr McAndrew

2020: 16<sup>th</sup> January – Cllr Shackell, 19<sup>th</sup> March – Cllr Raymond, 21<sup>st</sup> May – Cllr Welch

## **22/05/19 DATE OF NEXT MEETING**

Monday 15<sup>th</sup> July 2019 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2019: 16<sup>th</sup> September, 18<sup>th</sup> November

2020: 13<sup>th</sup> January, 16<sup>th</sup> March, APM 23<sup>rd</sup> March, AGM 18<sup>th</sup> May, 20<sup>th</sup> July

The meeting closed at 10.21pm

Signed:

Chairman

Date: