

**Minutes of Bures Hamlet Annual Parish Council Meeting**  
**Monday, 16<sup>th</sup> May 2024**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs R Shackell, S Keeble-Fox, S Manning, K McAndrew,  
M Welch, J Chambers, J Aries (BSMPC Chair/Transition Group)  
**In the Chair:** Cllr R Shackell  
**Also present:** J Wright (Clerk) and 2 Members of the Public

**01/05/24 ELECTION OF CHAIR**

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

**02/05/24 APOLOGIES FOR ABSENCE**

Apologies received from Cllr P Schwier (ECC) and Cllr D Holland (BDC).

**03/05/24 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.

**04/05/24 CO-OPTION OF NEW MEMBERS**

The Chair welcomed new member Cllr Jane Chambers to her first meeting following co-option. One further vacancy remained. 2 interests had been received and both in attendance. However as one interest asked to observe only before making a decision to commit their interest the Chair considered it prudent to bring this item to the next meeting for due consideration.

**05/05/24 ELECTION OF OTHER OFFICERS**

Cllr Keeble-Fox nominated as Vice-Chair and duly accepted.  
Cemetery Authority: Cllrs Chambers, Manning and McAndrew.  
Sportsground Committee: Cllrs Keeble-Fox, Shackell and Welch.  
Community Centre: Cllrs and Clerk rotating as agreed during the year.  
Tree Warden: Nigel Norton  
Parish Rights of Way: Cllr Keeble-Fox  
Planning: All members

**Appointment of other responsibilities:**

Transport: Cllr Welch, First Aid: Cllr Welch, Emergency Plan Co-ordinator: Clerk,  
Health & Wellbeing: Cllr Chambers and Clerk, EALC & Legal: Chair and Clerk.  
**Highways Joint Working Party:** Cllr Shackell and Cllr Welch

**06/05/24 MINUTES**

Minutes of the Parish Council Meeting of 16<sup>th</sup> March 2024 (previously circulated) were duly approved and signed as a correct record.  
The minutes of the Annual Parish Meeting of 25<sup>th</sup> March 2024 were received and noted (to be duly signed at the next APM 2025).

**07/05/24 PUBLIC FORUM**

15 minutes maximum public participation  
3 minutes for individual contributions unless agreed by Chairman  
2 members of the public present. Observing only with no comments raised.

**County Councillor:** Cllr Schwier not in attendance to present a report. However, all correspondence between meetings from Cllr Schwier have been circulated.

**District Councillor:** Cllr David Holland not in attendance to present a report. However, he had forwarded his contributions to the various agenda items on the table.

**Bures St Mary Parish Council:** Cllr Aries reported on the following: 3 SCC ANPRs installed on Sudbury Road vandalised and stolen in April. SCC to replace along with the repair of the damaged SID pole. Cllr Aries noted to members that ANPRs do register the vehicle registration plate. Damaged Bridge Street bus shelter/noticeboard removed. BSMPC applying for a Capital Grant from BDC for a replacement. Currently using the British Legion noticeboard for parish council notices. Discussions in hand regarding future change in the use of Glyphosate in the parish. One vacancy remaining on the parish council. Bures Primary School is fully subscribed.

### **08/05/24 POLICE MATTERS**

**a) Issues raised with Community Policing Teams:** Notes and key dates from the meeting with Suffolk and Essex Police on 4<sup>th</sup> April circulated to all members. More foot and targeted patrols, attending pop-up events and liaising with schools being actioned. Residents encouraged to report all incidents however minor online. Laminated cards with full details of how to submit online have been circulated to local residents in key areas.

**b) BSM SpeedWatch:** Cllr Aries reported that the team continues to operate weather dependent. However it remains short of volunteers. Essex Police Officers have joined her on patrol. This is a new police initiative and Cllr Aries has on a few occasions also been joined by the local PCSOs.

### **09/05/24 HIGHWAY MATTERS**

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

**a) Colchester Road speed calming:** Following ongoing problems with ECC Highways regarding a suitable location for a pole to install a SID it was agreed not to proceed with the suggestion of sharing a SID with BSMPC. Instead it was agreed to invest in a traffic speed survey to gain evidence for further traffic calming measures along Colchester Road. Cost in the region of £400. Clerk to follow up.

**b) Bridge Street pedestrian safety:** Several safety measures have been put in place over a number of years. However residents remain concerned with pedestrian safety and requested the parish council to revisit traffic calming for Bridge Street. Chair agreed to follow up.

**c) 30mph extension Lamarsh Hill:** Cllr Schwier confirmed that the LHP request has been passed to the Design Engineers for validation. No further update.

**d) Middleton Road to Lamarsh Hill:** Members remain in support of Cllr Holland's proposals for a 40mph speed limit along the Henny Road which is predominantly subject to a 60mph limit. The proposals have been submitted as a Local Highway Panel request to ECC. No further update.

**e) Parking at Colchester Road:** Cllr Shackell continuing to monitor however he stressed that there appeared to be very few parking issues except when events are held at Bures Common. BCLT to investigate setting up a Bures Market sign warning drivers of high levels of on street parking when markets take place.

**f) Flooding issues:** The Clerk had prepared a letter requesting contributions from the Water Lane residents as holders of riparian responsibilities for maintenance of the brook. Flooding remained an ongoing problem for residents living in Station Hill, Bridge Street and Colchester Road. Andy Ward of the Environment Agency advised that he would be happy to supervise any works undertaken by the parish council and local residents to improve the flow of the brook. Clerk to progress the matter.

**g) Station carpark use:** Cllr McAndrew had asked the Clerk to follow up again with Network Rail regarding use of the carpark for when village events take place. The Clerk has liaised with Greater Anglia, however they would only offer one or two days a year for community use..

**h) Millennium footpath:** In view of the more frequent flooding of the footpath, Cllr Keeble-Fox requested that members consider whether a section of the footpath could be raised to enable all year round use. This was considered a costly project but the Clerk would first investigate ownership of the path and bank following the recent land sales.

**i) Bridge Street resurfacing:** Works scheduled but no planned date. Clerk to pursue.

### **10/05/24 PLANNING**

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

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

24/00500/VAR (2<sup>nd</sup> variation) C Ambrose garage site, Colchester Road – no objections raised.  
24/00166/FUL 20 The Paddocks - an enforcement enquiry had been submitted following the removal of trees and shrubs on site prior to planning approval. However as the land was not in the Conversation Area the Enforcement Officer advised no action would be taken.

**c) Colchester Road land sales:**

**1) Water Meadow:** The ACV listing application, although in the first instance accepted by BDC has since been removed following the sale of 3 plots on the meadow during January and February. Therefore the Community Ownership Fund application was also unsuccessful.

**2) Plot sales:** All plots adjacent to Normandie Way have been sold. One plot has been fenced off for horses and stables. A change of use application required and therefore Enforcement have been asked to investigate. Article 4 Direction still being followed up with BDC.

**d) Report on other planning matters:**

**1) Ferriers Farm Barns:** Prior Approval application 23/01976/COUPA – BDC decision – full planning permission is required. No full planning application submitted to date.

Cllr Holland had forwarded the following report to the parish council:

He is actively looking into the issue of Class Q for Ferriers Farm Barns as the site owners are looking at commercial use for the barns. No further update.

**2) Chambers Bus Depot site:** Concerns raised by Heritage regarding the architectural design. Highways had submitted a holding objection on the garage designs. Roses have been asked to provide marketing based evidence regarding change of use from commercial to residential.

**3) Jubilee Grove:** 3 benches installed and added to BHPC asset list. A grasscut completed. Interpretation board currently being designed. Cllr Keeble-Fox has attended a hedgehog webinar and considered the Grove as a suitable location for hedgehog boxes.

**e) National Grid Bramford to Twinstead:** National Grid have now signed a Connection Agreement for a further 480mw connection for solar generation at the substation that was originally part of the Bramford to Twinstead Reinforcement Project. This equates to facilitating the connection of an additional 1,000+ acres of solar panels which is in addition to the already known 2,500+ acres within 11 km of the substation at Twinstead.

## **11/05/24 JOINT NHP AND JOINT PARISH PLAN 2024-25**

**a) Joint NHP:** The draft Bures Joint NHP has been forwarded to both District Councils for approval. Cllr Jackson has prepared a shortened version to offer to residents to view. The Groundwork End of Grant requirement form successfully completed and all NHP monies spent.

**b) Joint Parish Plan 2024-25:** Joint parish council magazine – discussions in hand as to whether the parish councils would amalgamate a magazine with St Mary PCC or amalgamate with adjoining parishes. BSMPC members had visited Spingold Printing Co. to gauge designs and costs. Further investigations needed with St Mary PCC who currently deliver a parish magazine throughout the village.

Website/Facebook improvements: Clerk looking at working with BSMPC to improve the visuals of the parish council's website. BSM Clerk added as a log in to the parish council Facebook page.

## **12/05/24 AUDIT MATTERS**

**a)** Members noted the findings of the Review and Effectiveness of the system of Internal control held on 30<sup>th</sup> October 2023 and that no actions were advised.

**b)** The Internal Auditor's report 2023/24 was noted with one matter raised. Spot checks on payments and receipts highlighted 3 invoices not paid in line with the financial regulations. Financial regulations and standing orders to be reviewed.

**c)** The Annual Governance Statement 2023/24 was approved by resolution and duly signed.

**d)** The Annual Accounting Statement 2023/24 was approved by resolution, duly signed and dated.

**e)** All members present renewed their pledge to follow the LGA Councillor Code of Conduct.

**f)** The following policies were reviewed and adopted:

Standing Orders

Financial Regulations – revised as per NALC guidelines

Data Protection and Information Management

Risk Assessments

Publication Scheme

Health and Safety

Co-option

Equality and Diversity

Complaints Procedure

Remaining policies to be reviewed in September 2024.

**g)** Other matters agreed and approved:

Appointment of Internal Auditor and Fees for 2024/25 – members agreed B B Business Associates should be the appointed for one further year subject to their report submitted at least one week in advance of the May AGM meeting date.

Internal Audit Review Checklist - Clerk to arrange a suitable date for October/November 2024.

Accounts available for sale for £5 - agreed.

Asset Register to be updated following acceptance of insurance policy.

Insurance policy – the Clerk had circulated 2 quotations for year end 2024/25. It was agreed to accept A J Gallagher & Company with a 3 year Long Term Undertaking.

Minor Works Preferred Builders List noted.

### **13/05/24 FINANCE MATTERS**

**Business Instant A/C balance: £17,076.30 Treasurers Account balance: £2,729.78**

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 5<sup>th</sup> May 2024 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) Members agreed to move the Clerk's salary point to Level 17 from the 1<sup>st</sup> April 2024.
- d) The Clerk to investigate using Utility Aid Services to identify an improved electricity provider for the parish council. The Clerk advised that there was only one parish light (P3) needing to be upgraded to LED.

### **14/05/24 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

White Gold Fish and Chips had been trading at the Essex Knowle without permission from the parish council. The traders were offered a site at the Nayland Road carpark as an alternative and this has since been accepted on terms and conditions via the Sportsground Committee.

ECC has been tentatively allocated £8,383,000 funding from the Local Electric Vehicle Infrastructure (LEVI) Department of Transport Fund. Parish councils are being asked to offer a letter of support to ECC to ensure electric vehicle chargepoints (EVCP) are installed in the right locations across the county. Bures Hamlet PC did not consider a need for further chargepoints in the parish.

Several county and district councils have reversed their policies on use of Glyphosate allowing it to be used in moderation when needed. Members agreed a similar approach. BSMPC has forwarded photographic evidence to SCC of the ongoing issues with large lorries travelling through the village. Cllr Aries asked members to forward any evidence to her as and when witnessed.

**15/05/24 REPORTS** - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

**Asset Report:** Cllr McAndrew had circulated his report prior to the meeting. All assets in a satisfactory condition. Bus shelters very dusty and in need of a clean. Branches around the Woolpit Downs light need trimming.

**Cemetery Authority:** Draft minutes of the meeting of 11<sup>th</sup> March 2024 circulated, published on the parish council website and available to view online. Next meeting 17<sup>th</sup> June 2024.

**Sportsground Committee:** The draft minutes of the 9<sup>th</sup> May 2024 circulated, published on the parish council website and available to view online. Next meeting 4<sup>th</sup> July 2024.

**Community Centre:** Minutes of the 4<sup>th</sup> March 2024 circulated to all members. The Committee remains in need of a Treasurer.

**Rights of Way:** Cllr Keeble-Fox had circulated her report to members. This has been published on the parish council website and available to view online.

**Tree Warden:** Nigel Norton has taken over as Tree Warden for the parish.

**Station Adopters:** Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website and available to view online.

**Bures Common Land Trust:** Cllr Jackson had circulated her report prior to the meeting. Events on the Common well attended. Markets doing well.

**Primary School:** Head Teacher will be on maternity leave from end of September. Ms Dickeson, Deputy Head will take over as Interim Head.

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

**16/05/24 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

**17/05/24 DATE OF NEXT MEETING:** Monday 15<sup>th</sup> July 2024 to be held at Bures Community Centre at 7.30pm.

Future dates agreed for 2024: 16<sup>th</sup> September, 18<sup>th</sup> November

Future dates agreed 2025: Monday 20<sup>th</sup> January, 17<sup>th</sup> March, APM 24<sup>th</sup> March, AGM 19<sup>th</sup> May

The meeting closed at 9.34pm

Signed:

Chairman

Date