

**Minutes of Bures Hamlet Parish Council Meeting
Monday 18th July 2016 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, B Wilson, M Welch, District Cllr W Scattergood
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 13 members of the public

1/07/16 APOLOGIES FOR ABSENCE

Apologies received from Cllr Matthews (unwell) and Cllr Crowe (family commitment). Both apologies duly accepted.

Apologies also received from County Cllr David Finch and Cllr Leigh Alston (BSMPC).

2/07/2016 CO-OPTION OF PARISH COUNCILLOR

The Casual Vacancy had been duly advertised with 1 written interest received from Mr Duncan Kennett. Mr Kennett was duly co-opted and welcomed to join the table with the other members. The Declaration of Acceptance of Office was duly signed.

3/07/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Cllr Duncan Kennett to complete his Register of Interests and the Clerk to forward to the Monitoring Officer within 28 days. All completed registers were available to view on both BDC and Parish websites. The Register of Interests book was circulated to all members and duly updated.

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – Cllr Barnham declared an interest in Agenda Item 10 (f).

4/07/16 MINUTES

The minutes of the previous Annual Parish Council Meeting of 16th May 2016 were approved and signed as a correct record (previously circulated).

5/07/16 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 13 members of the public present.

Rosemary Morris representing Daphne Cowling who was unable to attend raised the issue of flooding in Water Lane. Mrs Morris informed the members that the brook needed clearing of debris and asked if the parish council would consider meeting the costs of such clearance works. She also noted that there were public utilities underground. The Clerk referred to previous correspondence from 2002 when similar flooding problems had occurred. She also made clear to those present that the residents whose land bounded the brook were defined as 'Riparian' owners each being responsible to the watercourse. The Clerk had also written to Mr David Chapman of ECC Watercourses to make him aware of the flooding locations in Bures Hamlet. Chairman agreed to put the matter of the brook clearance to the members at Agenda Item 8 (g) but noted that they must be mindful of appropriate use of public funds.

3 residents of Mount Bures and members of Mount Bures Parish Council raised the matter of the pending proposals for 4 starter homes on land at Mill Brook Farm, Mount Bures.

Concerns were raised on lack of facilities and infrastructure. The Chairman outlined the details of the proposals and noted that BHPC had met with landowner Mr Scanlan and Agent James Lawson to view the outline plans. A similar presentation with MBPC was still pending. The Chairman advised that he had spoken with MBPC Chairman and agreed to ensure that MBPC's views were fully considered when BHPC makes its response to any official planning application. Matter to be discussed further at Agenda Item 9.

Mrs Fagioli of River View, Colchester Road raised the issue of dog fouling along the track bounding her property. Better signage was needed. Clerk agreed to follow up.

Mr Smith raised concerns regarding the inconsiderate parking of vehicles at the junction of Water Lane and Station Hill. Cllr Wilson noted that he regularly monitored and would report as necessary.

6/07/16 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. Essex Police currently recruiting. PCSO David Endersby had been assigned the Parish Council Single Point of Contact for the Essex Police Community Safety Partnership Team.

7/07/16 COUNTY/DISTRICT COUNCILLOR REPORTS

No County Councillor report presented.

District Cllr Wendy Scattergood reported on the following:

- a) Referring to the proposals for 4 starter homes at Mount Bures she had clarified with BDC on its planning policy for such schemes and had been advised that these proposals did not appear to fit within the criteria. Starter Home Schemes were a new government initiative which should be built adjacent to the village envelope.
- b) Cllr Scattergood had noted the BHPC comments made to the Anglia Level Crossing proposals and raised the concern from Althamstone and Lamarsh Parish Council that the comments in particular to E55 Lamarsh Kings Farm crossing were not a strong objection. The Chairman pointed out that these comments had been prepared by the Parish ROW Ranger who walks the area extensively and whose comments BHPC support.
- c) Cllr Scattergood expressed her disappointment that the Braintree District Local Plan events had lacked sufficient advertising by BDC. She had asked for an extra event to be held by Local Plan Officers at Bures but this had not been taken up by the Team.

8/07/16 HIGHWAYS

At this point the Chairman welcomed Mr Ken Saer to voice his concerns regarding speeding along Colchester Road. The Chairman sympathised with his concerns and pointed out that volunteers were needed to join the Bures Speed Watch Team.

1) Local Highways Panel requests:

- a) Central refuge at Colchester Road/Bridge Street – a re-profiled scheme to be commissioned during financial year 2016/17. The proposed design and Traffic Order Consultation duly advertised. The parish council welcomed the scheme.
- b) Removal of dropped kerb at Bridge Street – scheme currently being validated.
- c) Footpath improvements at Colchester Road – scheme no longer on Validation Schemes list. Agreed to remove item from next Agenda.

- d) Bus shelters – funding had been secured by Passenger Transport for one new wooden shelter and one wooden to replace the existing metal shelter. Both to be set on block paving.
- 2) **Anglia Level Crossing Reduction Strategy:** The Chairman, Cllr Welch and BH Parish ROW Ranger Hugh Turner had attended the Consultation event at Colchester. Objection to the closure proposals for level crossing E54 had been submitted on the grounds of pedestrian safety owing to the proposed re-routing of the footpath to under the railway bridge in Station Hill. Comments submitted referring to E51, E52, E53 and E55 had been prepared by Hugh Turner and supported by BHPC. It was agreed that FP30 should be maintained passable and BHPC to meet the one off cost. Cllr Kennett had kindly arranged for the first section of Parsonage Grove hedging to be cut back.
- 3) **ECC Winter Saltbag Scheme:** The Clerk had confirmed acceptance to join the 2016 Scheme. One tonne of 25kg bagged palletted salt to be delivered early October. As previously agreed Gary Vaughan implementing the salting of paths under instruction from the Clerk.
- 4) **Resurfacing at Bridge Street:** A response had been received from ECC Highways advising that the footpath had been assessed and did not meet the criteria for immediate repair but would be monitored by a quarterly inspection.
- 5) **Footpath at No. 4 Lamarsh Hill:** A highway boundary search had been undertaken by Highways and this matter had now been referred to its legal department for further investigation. Still progressing.
- 6) **Re-painting of lines Station area:** Matter had been referred to North Essex Parking Partnership. The request had been confirmed as currently within the 2016 lining maintenance programme.
- 7) **Drainage/flooding/sandbags at Colchester Road:** A request had been made for the parish council to maintain a stock of sandbags in the parish. A previous initiative via BDC had been successful and therefore it was agreed to re-introduce the scheme with costs met by the BHPC. £200 agreed to be allocated to the budget. Clerk to follow up with parish contractor. All drains at Water Lane and the Station Hill/Colchester Road junction had been reported to ECC Highways for clearing. Clerk to liaise with David Chapman of the Watercourse agency in regard to responsibilities and clearance of the Water Lane brook.

9/07/16 PLANNING

All applications received and comments made – see attached list.

Starter Home scheme at Mount Bures: A presentation meeting had been held between BHPC, landowner Chris Scanlan and his Agent James Lawson as the site for the proposed scheme lay within the boundary of Bures Hamlet. Notes from the meeting had been circulated. It was agreed that BHPC must take into account the views of MBPC as previously noted at Agenda Item 5. Chairman agreed to attend the next MBPC meeting before submitting any feedback on the presentation to Agent James Lawson.

BDC Call for Sites: BHPC had met with Cllr Wendy Scattergood early July to discuss the Officers recommendations for the 2 sites at Colchester Road to be included in the Draft Local Plan. Chairman David Lee had attended the full Planning Meeting to present members objections to the proposed large development. Chairman and Clerk attended the Consultation Event at Braintree. Officer Sean Tofts confirmed that a site for 105 houses had been submitted with the land adjoining the Millennium Footbridge to be included as Open Space for the parish. The Chairman asked members to submit their comments to the Consultation to him to enable a formal response to be forwarded to BDC. Main concerns raised being excessive volume of housing, site out of Bures Primary School catchment area, infrastructure, lack of village facilities.

Appeal for Windyridge site: Pending and noted. Cllr Kennett reported on rain water running down into the rear of Parsonage Grove properties following the commencement of building works on the site for one approved property. The Clerk agreed to follow up with the site owner.

BDC Draft Housing Strategy Consultation: Circulated and noted.

10/07/16 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – still waiting on an update from the Retail Group who had previously shown an interest in developing the site. The front of the site had been tidied and cleared of advertising hoarding.
- b) Assets of Community Value – Cllr Jackson of BSMPC had agreed to prepare 2 nominations to Babergh District Council as a trial to establish the work load needed to submit the remainder of suggested nominations for the village. The first submitted nomination was for the Croft Allotments which was nearing completion.
- c) Joint Emergency Plan – Cllr Lee still progressing. The draft plan required further updates before it could be trialled. Clerk noted that she had received the Community Emergency Plan Contact from the Environment Agency for updating. Tim Underwood had offered to assist with finalising the Draft Plan. Clerk to follow up.
- d) Joint Neighbourhood Plan – a NHP options meeting had been arranged for 20th July to establish interest and choices. Representatives from both parish councils to attend with Officers from Babergh District Council.
- e) Trees at Cambridge Way – Cllr Scattergood required proof of original planning approval to enable her to follow up. Clerk had visited the property owner but she was confident that the trees were the responsibility of Circle Anglia. Clerk to follow up.
- f) Level of shrubs at Colchester Road – matter had been referred to ECC Highways. The Chairman respectively asked Mrs Fagioli who was in attendance if she could consider maintaining the shrubs at low level to allow improved visibility for motorists exiting into Colchester Road across the footpath.
- g) Lighting at Lamarsh Hill bungalows – Cllr Scattergood advised that an improved style replacement light was currently being sourced. Sherri Berisford was now the new Greenfields Neighbourhood Co-ordinator for Bures Hamlet. Clerk to follow up.
- h) Recycling centre – as no replacement site had been forthcoming, BDC had issued notification of closure of the recycling centre at the Swan PH site. It was noted that Bures had a successful recycling centre at Nayland Road carpark.
- i) Noah's Ark Nursery – the Clerk had circulated the formal request from Kate Sarley for £650 to cover the October and November rent and the subsequent response from BHPC declining the request. It was noted that the Nursery had now secured funding from other sources plus changed its working pattern to enable it to continue.
- j) Electricity cable undergrounding at Station Hill – the Clerk had been in contact with UK Power Network to establish if plans for cable undergrounding was still viable. UK Power asked for support from BHPC before it continued with its consultations with residents. David Taylor of 20 Station Hill submitted his views and BHPC agreed to submit support and Mr Taylor's comments to UK Power Network.

11/07/16 FINANCE

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

Bank reconciliation dated 5th July 2016 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

12/07/16 CLERK'S PAY AND WORKING HOURS REVIEW

This item was deferred to the close of meeting to Members of the Public.

13/07/16 AUDIT MATTERS

Still waiting on External Auditors approval of 2015/16 Accounting Statements.

Internal Audit Review to be held on 11th October – Cllr Wilson, Cllr Crowe, Clerk and Internal Auditor to attend.

It was agreed that all Staffing Matters should be dealt with by the Chairman in conjunction with other members as appropriate in line with EALC recommendations.

14/07/16 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

LTN 56 The provision of play and sports equipment on village greens – circulated and noted.

LTN 8 Elections – circulated and noted.

LTN 17 Control of Dogs – circulated and noted.

LTN 18 Powers to Provide Parking Spaces – circulated and noted.

Legal Update Issues 4, 5 and 6 – circulated and noted.

15/07/16 PHYSICAL RISK ASSESSMENT

Cllr Carol Barnham reported the following: Display board loose, two benches at river needed attention, flower tubs looking splendid, timetables still out of date. Clerk to follow up on all items raised. 4 grit bins noted on report. Clerk to amend.

Items raised previously: Landing stage repaired.

Cllr Barnham proceeded to note that well established ivy was covering the footpath sign at Colchester Road. Mrs Fagioli kindly agreed to remove the ivy.

16/07/16 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

The Clerk reported that she had received several comments reflecting the continuing good standard of work from the recently appointed parish contractor Nigel Norton.

Cllr Welch had attended the recent DaRT 3 update meeting. He reported that the 327 was still operating and picking up residents over the border in Suffolk.

17/07/16 REPORTS

Bures St Mary PC: Cllr Lee reported: Investigative works at The Croft had been completed. Drainage and resurfacing due to commence September. Still waiting on Sworders shop front to be repaired. Bank House had been risk assessed and found satisfactory with no follow up. Upgrade of the Pikes Marsh play area in hand.

Cemetery: Cllr Lee reported: Top of main drive scheduled for resurfacing. Headstone stability check completed.

Sportsground: Cllr Wilson reported: Extra waste bins installed. Morphus X project progressing and due to be installed July/August. Dog fouling incidents had improved.

Community Centre: No report.

Rights of Way: Hugh Turner, Parish ROW Ranger had circulated his report and to be held on file. Defective footbridge at FP21 repaired. Still waiting on repair of defective footbridge at FP8. Several footpaths needed overgrowth clearance and all reported.

FP25 continued to be impassable for the majority of the winter. Issue to be followed up with ECC.

Station Adopters: Water supply from No. 20A Station Hill continuing. All planted areas well maintained. Launch of the Gainsborough Line vinyls on one of the diesel units programmed for the coming week.

Transport: Nothing to report.

Tree Warden: No report.

Bures Primary School: Cllr Wilson reported League Table results as above average. Governor vacancy advertised.

NHW: Newsletters circulated regularly. Three NHW signs still to be erected. Several thefts from work vehicles reported.

Community Agent: Jayne Laken attended the Wednesday coffee mornings at St Mary's Church once a month. Cllr Barnham advised that she maintained regular contact with Jayne on behalf of parishioners.

Bures Common: No report.

18/07/16 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Mr Saer commented on the lack of investigation by BDC Officers before recommending the site at Colchester Road for inclusion in the Draft Local Plan.

A Bures Mill Managing the Water Levels report from the Environment Agency had been circulated outlining the works required at the gates at Bures Mill.

Anglian Water Private Pumping Stations Campaign Team noted the pending transfer of private pumping stations over to Anglian Water from October 2016.

20/07/16 DATE OF NEXT MEETING

Monday 19th September 2016, Parish Council meeting to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2016: 21st November.

Future dates booked: 2017: 16th January, 20th March, 15th May.

It had been proposed by both Parish Council Chairman of BHPC and BSMPC that it would be sensible to hold a Joint APM meeting in 2017. Suggested dates being 27th or 30th March 2017. Clerk agreed to wait on BSMPC response before agreeing the date.

At this point the Chairman closed the meeting to Members of the Public and requested the Clerk leave the room so that Agenda Item 12 could be privately discussed.

The Clerk was duly returned to the meeting and advised that a decision on Item 12 had been reached and she would be duly informed.

The meeting closed at 10.00pm.

