

**Minutes of Bures Hamlet Parish Council Meeting  
Monday 17<sup>th</sup> September 2018 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs D Lee, M Welch, M Randall, R. Butler, A Crowe, M Baker, C Ellis,  
Cllr T Saer (Bures St Mary PC), Mrs J Aries (Parish ROW),  
Cllr W Scattergood (BDC), Cllr D Finch (ECC)

**In the Chair:** Cllr David Lee

**Also Present:** Mrs J Wright (Clerk) plus 1 member of the public

**1/09/18 APOLOGIES FOR ABSENCE**

No apologies given.

**2/09/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.  
No Register of Interests declared and no Dispensation requests put forward.

**3/09/18 MINUTES**

Minutes of the previous Extraordinary Parish Council Meeting of 6<sup>th</sup> September 2018 and the Joint Planning Committee Meeting of 6<sup>th</sup> September 2018 (both previously circulated) were approved and duly signed as correct records.

**4/09/18 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There was 1 member of the public present.

Concerns were raised regarding the apparent poor transport service provided by Go Ahead (Chambers). Often buses would either be late or not run at all without any warning to passengers. The Chairman suggested that information on the problems should be collated and brought to company's attention.

Mrs Scott had collated photos of the pavement damage at Colchester Road following recent road patching by ECC Highways. Cllr Finch agreed to follow up. He also agreed to follow up on the deteriorating road surface at the junction of Station Hill.

**5/09/18 POLICE**

No police representative in attendance as per current force directive. Police information circulated as and when received. Information on Preventing Fraud circulated.

**Speed Watch:** Cllr Aries reported to members that a Team of 5 volunteers was now operating at the Colchester Road site. A Dictaphone and 2 Body Cams had been supplied by BHPC for use by the Team. Cllr Aries was keen to organise a leaflet drop to gain further volunteers and the parish council was happy to meet any costs involved. CWS training event scheduled for 11<sup>th</sup> October at Fordham Village Hall at 11.30am.

## **6/09/18 COUNTY/DISTRICT COUNCILLOR REPORTS**

**County Councillor Report:** Cllr Finch reported on the following: ECC initiative for localism funding via ECC Local Services Fund, Essex Lottery and the ECC Crowdfunding Platform. Further details available via the Clerk. ECC underspend to be put towards pothole repairs, Local Highway Panel budget and for verge maintenance. Cllr Finch reported on structure changes in the Highways Department and noted on the Highway Highlights newsletter available online. The Clerk reported on the outcome of the recent flooding investigations at Colchester Road and Station Hill junction and her concerns that the issues were not being fully addressed. Cllr Finch agreed to follow up. Cllr Aries reported on FP5 Ferriers Farm to Hornes Green which urgently needed a boardwalk. Although ECC had inspected there had been no further action to date. Cllr Finch suggested the parish council should apply for a grant via ECC Local Services Fund.

**District Councillor Report:** Cllr Scattergood reported that a S106 contribution in the region of £3,000 was outstanding from the Swan PH development. The Clerk would continue to follow up with BDC. Cllr Scattergood invited the parish council to bid for a grant from her Councillor's Community Grant Fund. Clerk to follow up. Cllr Scattergood gave an update on the BDC Local Plan. The Planning Inspector had found the Plan unsound particularly relating to the Garden Communities. Tendring, Colchester and Braintree Local Authorities to work together to respond to the Inspector's findings. She also noted that the Planning Inquiry relating to the Appeal by Gladman Developments may not be heard until early 2019. Cllr Scattergood reported on the refusal of the application for the garage site.

**Cllr Wendy Scattergood and Cllr David Finch both left the meeting at this point.**

## **7/09/18 HIGHWAYS**

- a) **Flooding issues:** Highways had thoroughly investigated the flooding issues at the junction of Colchester Road and Station Hill. The report indicated substantial works needed were not being addressed as urgent. Cllr Finch agreed to follow up.
- b) **30mph roundels at Colchester Road:** LHP application to be submitted.
- c) **Mount Bures junction:** A meeting still to be arranged with relevant authorities to consider all options to reduce speeding traffic and improve the safety of pedestrians along Colchester Road from the junction. It was noted that the conifer trees bordering Brook House needed cutting back. Clerk to follow up.
- d) **Bollard at Millennium gateway:** LHP application to be submitted.
- e) **Anglia Level Crossing Reduction Strategy:** The adjourned Public Inquiry was due to be resumed on 25<sup>th</sup> September 2018. Pedestrian level crossing E54 was scheduled on the agenda for 23<sup>rd</sup> – 26<sup>th</sup> October. Cllrs Lee and Welch had requested to speak at the inquiry along with Jan Aries as Parish ROW Officer.
- f) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team. Clerk to refer to Cllr Finch.
- g) **ECC Winter Salt Bag Scheme:** The Clerk had completed the online application form to participate in the 2018/19 scheme and was in receipt of risk assessments and volunteer briefing sheets. New storage site for salt agreed. Both contractors aware of process for when gritting in the village needed to be actioned.

## **8/09/18 PLANNING**

- a) All applications received and comments made to date as per attached list.
- b) No applications required consideration at this meeting.
- c) **Appeal Ref 18/00057/REF** Land at Colchester Road: An Appeal had been made to the Secretary of State following BDC's refusal of Application No. 17/02291/OUT. The Appeal to be determined by a Public Inquiry. A draft Joint Parish Council response

as presented at the Joint Planning Committee Meeting of 6<sup>th</sup> September had been circulated to all members for minor alterations as agreed. Cllr Butler asked for the Housing Survey to be forwarded to the Inspector with the response but this could not be approved by both parish councils prior to the response deadline of 19<sup>th</sup> September.

The Chairman proposed to members that the draft response as presented should be submitted to the Planning Inspector.

A vote was taken. 4 in favour with 3 abstentions. Agreed.

- d) **AONB extension:** The AONB Planning Officer had informed the parish council of the following update – any decision to extend the AONB boundary sits with Natural England and no decision to accept the request to extend has yet been made. However the Dedham Vale Management Plan 2016-2021 is a statutory document and may be a material consideration to be taken into account by the Planning Inspector at the Inquiry.
- e) **Revised application for Land at Colchester Road:** Still waiting on pending revised application. A Joint Planning Committee Meeting to be called as and when necessary.
- f) **Revised application for vacant garage site:** Still waiting on pending revised application. A retail outlet use for the site remained the parish council's preferred option and this was still being followed up with the East of England Co-operative Society. It was agreed the Clerk should establish with the site owner whether he was actively negotiating options for retail use of the site with the Society.
- g) **S106 contributions 15/01471/LBC:** see Agenda Item 6 District Councillor Report.
- h) **Councillor planning training:** Clerk following up.

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

#### **9/09/18 DATA PROTECTION**

Guidance and information being collated by the Clerk and she was liaising with both parish council Chairman for a joint approach to the new regulations.

#### **10/09/18 JOINT ACTION PLAN**

- a) Approval of the Joint Action Plan and the parish council's priorities from the action plan had been agreed at the Emergency Parish Council Meeting of 13<sup>th</sup> August. Those priorities were now listed within the current parish council agenda with the actions being progressed.
- b) Cllr Jackson had advertised the approved action plan at various locations in the village.
- c) Housing Needs Statistics – Clerk had circulated information relating to BH 2017. She was following up on current data for both BH and St Mary parishes.

#### **11/09/18 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED**

- a) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- b) **Website:** Website had been upgraded and now compliant. Clerk to continue to maintain with grateful assistance from Mrs Scott. She would also follow up on a link to the website being made available via the Bures Online private website.
- c) **Assets of Community Value:** Application to register the Eight Bells PH being progressed.
- d) **Station Adopters:** Appointed Station Adopters Anne and David Taylor had informed the parish council that they would be leaving the village late autumn. The Clerk had

advertised for volunteers to hopefully come forward to take on the valued role. It was suggested that volunteers may be sourced via the Transition Group.

- e) **ECC Local Services Fund:** Details circulated to all members. Match funding grants available to parish councils.
- f) **CCTV for Bures Station:** A recent van break-in at the station had raised the question of CCTV for the station area. David Taylor Station Adopter had circulated his advice and information on ownership of the land currently under Network Rail. It was agreed to leave this matter in the hands of Network Rail.
- g) **Hollyhocks:** The parish council had previously agreed that all shrubbery along the Station Hill boundary wall should remain at wall height. It was agreed to remove the offending hollyhocks and replace with shrubs and spring bulbs.
- h) **Clarion Housing Team:** The Housing Officer at BDC had confirmed that Clarion Housing Team were fully aware of the S106 agreement for the Cambridge Way housing estate.

## **12/09/18 FINANCE**

Business Access A/C balance: £7,182.45

Community A/C balance: £2,678.08 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached. The Clerk had circulated the accounts for the Christmas Lighting Fund for information.
- b) Bank reconciliation report dated 5<sup>th</sup> September 2018 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) Contribution to costs of Bures Walks Book – through the Action Plan it had been agreed to investigate producing a book/leaflet for distribution to all residents free of charge. Costs were still being investigated and the parish council agreed to follow up via grants.
- d) Contribution to costs of Tommy figure – the parish council noted that the project being organised by an individual on behalf of the village to purchase and install a Tommy figure at the war memorial was very much at an early stage in the process. The parish council had reservations and agreed not to contribute.

## **13/09/18 AUDIT MATTERS**

- a) External Auditors approval of 2017/18 accounting statements received with no matters arising.
- b) Internal Audit Review meeting to be held on 3<sup>rd</sup> October – Cllr Randall, Cllr Crowe, Clerk and Internal Auditor to attend.
- c) Standing Orders duly amended in line with NALC recent recommendations LO9 -18.
- d) Minor Works Preferred Builders compiled list circulated and accepted.

## **14/09/18 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

All the following documentations had been circulated and noted:

Government Consultation: Independent review of planning appeal enquiries and call for evidence.

EALC Legal Update No. 5 August Edition.

EALC Legal Update No. 6 September Edition.

## **15/09/18 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

This had been previously circulated. The Chairman brought to the members attention a proposal put forward by the Transition Group for use of the open space adjacent to the Appeal site at Colchester Road. The parish council agreed that it could not progress this proposal until a decision had been made on the Appeal and second application submitted by Gladman Developments.

## **16/09/18 PHYSICAL RISK ASSESSMENT**

Cllr Crowe had circulated his report prior to the meeting. All assets in good condition. A strim needed around dog waste bin at Bakers Hall. It was agreed to write off the strimmer. Hollyhocks to be removed along Station Hill garden as agreed at Agenda Item 11 (f).

## **17/09/18 REPORTS**

**Bures St Mary PC:** Next meeting to be held on Thursday 20<sup>th</sup> September. Cllr Baker agreed to attend as representative for BHPC.

**Cemetery:** Cllr Lee reported: Hedgehog and bat boxes installed. Inspection tree climb of Sequoia scheduled. New memorial bench being installed.

**Sportsground:** Cllr Welch reported: Quotations and designs being sought for a new roundabout. A request for tennis courts to accommodate the playing of Pickle Ball being investigated. Play equipment and tennis court posts painted. Contracts reviewed and all satisfactory.

**Community Centre:** Minutes of 12<sup>th</sup> September meeting circulated and noted.

**Rights of Way:** Cllr Aires had circulated her report. FP5 - works in hand to improve access. FP4/5 at Long Gardens - overgrown vegetation reported. No fingerposts had been repaired nor installed since the last report.

**Station Adopters:** A report had been circulated. Bures had been nominated for the Best Station Award at the National Rail Awards taking place in September.

**Transport:** Cllr Welch had agreed to attend the ECC Transport meeting at Colchester and the DaRT meeting at Halstead and would report back to members.

**Tree Warden:** The ivy on the Ginkgo tree at Bures Common raised concern but the Trust confirmed that they would follow up. No contentious tree applications received.

**Bures Primary School:** A report had been circulated from the Chair of Governors. S106 contributions received from the Pikes Marsh development had been used to equip two classrooms with new tables and chairs. 17 children in Nursery, Reception to Year 6 currently has 193 children on roll with a capacity for 210.

**NHW:** Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. Several thefts of batteries locally reported to police.

**Bures Common:** Restoration of the barn progressing well. Markets continuing to be extremely successful.

## **18/09/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None.

## **19/09/18 DATE OF NEXT MEETING**

Parish Council Meeting – Monday 19<sup>th</sup> November 2018 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2019: 14<sup>th</sup> January, 18<sup>th</sup> March, Joint APM 28<sup>th</sup> March, AGM 13<sup>th</sup> May, 15<sup>th</sup> July, 16<sup>th</sup> September

The meeting closed at 10.15pm

Signed:

Chairman

Date: