

Minutes of Bures St Mary Parish Council Meeting Thursday 16th September 2021 at Bures Community Centre at 7.30pm

Present: Cllrs L Alston, J Aries, T Fairbairn, G Jackson, J McCrory,
S Pentney, S Sills, K McAndrew (BHPC), Cllr J Finch (SCC)
Cllr M Barrett (BDC)

In the Chair: Cllr G Jackson

Also Present: Mrs J Wright (Clerk)

The Chairman suggested to those present that it would be advisable to take a lateral flow test before meetings.

01/09/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr T Saer (personal commitment), Cllr L Norton (personal commitment). Apologies accepted by those present.

Cllr Fairbairn asked to leave the meeting at 8.40pm. Noted and accepted.

02/09/21 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No Register of Interests declared or Dispensation requests put forward.

03/09/21 MINUTES

Minutes of the Parish Council Meeting of 22nd July 2021 (previously circulated) were duly approved and signed as a correct record.

04/09/21 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

a) There were no members of the public present.

b) County Cllr James Finch had circulated his report prior to the meeting. Items to note: Covid-19 infection rates sadly rising in Suffolk. All councils in Suffolk committed to the Government's new resettlement scheme for Afghan refugees. 18 youth projects across Suffolk have been awarded a share of just under £240,000 to respond to gaps faced after Covid for activities and services for young people. Early discussions held with Ministers regarding a possible devolution deal for Suffolk. Cllr James Finch keen to encourage parish councils to take on more 'responsibilities'. Events around Suffolk will showcase local businesses and people who are tackling climate change, to inspire others to follow. Suffolk's collective campaign of Creating the Greenest County is to be net zero by 2030.

Virtual fostering and adoption sessions information available via

<https://www.fosterandadopt.suffolk.gov.uk/events>

c) District Cllr Melanie Barrett had circulated her report prior to the meeting. Face to face council meetings are now taking place in Endeavour House. 21 new social housing homes have been completed on the site of a former care home in Hadleigh. BMSDC has joined calls for devolution talks with Government. Cllr Barrett reported on a meeting with the newly appointed Ranger to the Dedham Vale AONB to discuss difficulties faced by residents in Bures St Mary due to the influx of visitors. Role is for a 6 month trial. Ranger will report incidents to police and the parish council Chairman. The Councillor Locality Award application process is open for schemes which meet the criteria to support and promote communities. Cllr Barrett noted that she has been appointed to the BDC Overview & Scrutiny Panel.

05/09/21 POLICE

a) ASB event and Warden funding: The joint police and EA event was held in August with some public interest but less than previous year. The Kestrel Team has visited the village 3 times over the summer period. A couple of serious ASB incidents have been followed up. Deterioration in the weather has since deterred the youngsters from congregating in huge numbers. Funding for warden patrols being investigated via the Suffolk Police Crime Commissioner Panel and advice being sought from the Porch Project and No. 72. Family and Community Network.

b) BSM Speed Watch: Cllr Aries reported the team is able to operate while the SID is in situ but only target vehicles exiting the village. More volunteers welcomed although the current team is able to work in pairs. Advertising to be placed on the facebook pages plus via the Snippet page.

c) All Police newsletters circulated as received and available via the Suffolk Police website.

06/09/21 HIGHWAY MATTERS

a) B1508 drainage/pothole issues: Highway works have taken place along the B1508 near Great and Little Bevills in an attempt to rectify the drainage defects. However the flooding issues still remain. Cllr Fairbairn agreed to liaise with Cllr Finch on this. Pothole repairs have been completed.

b) SID traffic calming: The moveable SID delivered, poles now installed enabling Sudbury Town Council Community Warden Team to move the device around the parish to the approved sites. SID traffic calming captured data will allow Suffolk Police to monitor and apprehend regular speeding offenders onsite. Costs to pay for the Warden Team is approximately £320 including mileage for an 18 week period. Clerk suggested unused Election budget could be used to cover these costs. She would follow up for the November budget setting meeting.

c) St Edmunds Lane: The water seepage remains an issue at the bottom of the lane. The area is prone to local springs which could be causing the problem. Highways to patch repair to attempt to rectify. Several pot holes marked for repair.

d) Hollow Lane: Debris cleared along the lane. Several potholes marked for repair.

e) Review of parish footpath cutting schedule for 2022: The Access Team will undertake one cut per year of two short strips of PRowS in the parish but will not undertake any additional routes. It is not known how this minimal allocation was agreed. Cllr Finch has requested specific details and following up with Officers.

f) Quiet Lanes Suffolk: SCC Wave 3 Quiet Lanes Schedule and Notice of Proposals to Designate Certain Roads as Quiet Lanes duly advertised by SCC and locally in the parish. Lanes proposed for designation:

St Edmunds Lane (route U8616) and Hollow Lane (route U8617).

SCC Traffic survey is currently being carried out on the first section of the Arger Road from Nayland Road to Dead Lane. Once completed, SCC will establish if this section is considered suitable for including in the QLS Wave 4 process.

07/09/21 NATIONAL GRID BRAMFORD TO TWINSTEAD CONSULTATION

Cllr Finch reported on the progress of the project. He is to attend a Partnership meeting this week. SCC to ensure the principles to protect the landscape is upheld. National Grid is proceeding with environmental and engineering surveys within the local area as part of its detailed proposals for the Bramford to Twinstead reinforcement. A further round of public consultations planned for early 2022.

08/09/21 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Tawneys Ride garages:** It was suggested that the garages would require some refurbishment and the existing asbestos to be removed. Cllr Barrett reported that BDC is reviewing garage use for all garages in the district. Still some ASB issues reported during late evenings at the site.
- b) Pikes Marsh:** The proposal for transfer of the playarea and the parcel of land identified on the HM Land registry plan to the parish council is to be considered at the 1st November Babergh Cabinet meeting. Grounds maintenance costs to be submitted by the parish contractor and when agreed works to be included in his contract. Chairman following up.
- c) Off road parking solutions:** Suggestions for surfacing any potential parking areas particularly at Claypits Avenue and Tawneys Ride has been put on hold by BDC owing to its current parking strategy consultation for the district. Clerk to advise residents.
- d) AONB Seasonal Rangers:** BDC to fund a Ranger, as a measure to combat ASB over the district during summer periods. Ranger to report incidents online and liaise with the parish council as appropriate.
- e) Suffolk Community Support Grant:** An application has been submitted to Suffolk Community Foundation for a grant of £1,500 to supply hardcopies of Welcome Packs providing information to the local community about services available in the village and to progress a Good Neighbour Scheme. Conditions of terms to be adhered to therefore unsure if it will be successful. Cllr Fairbairn offered to investigate other parishes Welcome Packs. May require a GNS to be run independently from the parish council.
- f) Joint parish council magazine:** Currently there is a low circulation of the existing church magazine. Members were encouraged to look at other parish publications. Cllr Finch to forward the Stoke by Nayland magazine for ideas on presentation and style.
- g) Health & Wellbeing Plan:** Cllr McCrory and Sills drafting a plan. Printing costs and available grants to produce a leaflet advertising local cycle rides being investigated. Cllr Sills noted that she has followed up with the AONB for a grant for a cycle map, however her thoughts were not well received. Members suggested that the map could have a QR code. Cllr Sills will also look into grants for cycle racks.
- h) Mill Lane street name application:** Application plus residents confirmation of need for a sign submitted to BDC. Costs still to be established. BDC confirmed the application will be followed up by the end of the September.
- j) Parish contractor works:** Works list circulated to members. Contractor to clear overgrowth and debris from the Sudbury Road layby.

Cllr Fairbairn and Cllr Finch both left the meeting at this point

09/09/21 Joint Parish Plan and Joint Bures NHP

- a) Joint Bures NHP:** An application for a Joint Bures NHP has been submitted to both Braintree and Babergh District Councils, identifying the area to which it applies. Reg 6 of the NHP Regulations requires all multi-parish area applications to be consulted on for a minimum of 6 weeks. Notices have been displayed online and in the village. Volunteers are needed to join a NHP Working Party. Inaugural meeting arranged for 28th September at 7.30pm in the Garrad Room. Lead LPA to be Braintree DC.
- b) Suffolk Climate Change Partnership for Bures:** Groundwork East Is offering advice/information/signposting on high (e.g. solar panels/ heat pumps) to low level no-cost measures that residents can take to reduce their carbon impact on the environment. Green Champions to visit the village and attend the monthly markets. Members not happy with the initiative which needs to focus on more up to date advice rather than that which the majority

of residents are already aware of. Chairman to discuss the members concerns with County Councillor James Finch.

c) Bures Village in Bloom: Several residents interested in tending planters around the village. Chairman investigating costs for 5 planters. Estimate of costs to be forwarded to Cllr Barrett to enable her to consider meeting the costs through her Local Councillor Award. 5 sites to be agreed for the planters.

d) BMSDC Joint Local Plan Hearing Programme: The Plan is due to be submitted to the Inspector in the autumn.

10/09/21 PLANNING

a) Applications received and comments made to date as per attached list: No issues raised.

b) Applications received since the previous planning committee meeting:

DC/21/04941 Croft Cottage, The Croft – approved by all members.

DC/21/04159 Rose Cottage, Bures Green – approved by all members.

DC/21/04160 Rose Cottage, Bures Green – members expressed concerns regarding the proposals for a Holiday Let as no suitable provision for parking at the location.

DC/21/04558 Rose Cottage, Bures Green – strong objections to this application on the grounds that there is not suitable provision for parking at the location. Residents also expressed concerns regarding high traffic speed at the location.

c) Other planning matters for reporting on:

Plots 5 & 6 and outstanding CIL: The application to reduce the height of Plots 5 & 6 has been agreed with stringent conditions attached to alleviate the problems residents have suffered thus far. A reduced bond fee of £130,000 has been paid by the developer to allow BDC to take over if the developer fails to complete. The works will be strictly monitored to ensure adherence to the plans and conditions. The parish council will be kept fully informed throughout.

Chambers Bus Depot: The site is purchased by Roses Homes and Nicholas Percival. No details about how the site might be developed are available yet. However Roses Homes has asked to hold pre-app talks in October. Cllrs Jackson, Aries and Alston to attend on behalf of the parish council.

Land to rear of Cambridge Way: Braintree District Cllr Scattergood continuing to liaise with BDC Cabinet members to support the BHPC's ambition to take over the land and manage as a parish asset. Current lease holder has informed the Clerk he has no issues with the proposals. Some parties considered it may be sensible for the transfer to proceed as soon as possible so as not to delay planting of the land for a further season. Following the transfer BHPC will need to consider a Trust to manage the land on its behalf. Clerk to check on timescale for transfer with BDC Officers.

d) The following Enforcement Cases were reported on:

Cuckoo Hill site drainage and contamination: These issues now being dealt with within the conditions of the approved planning application for Plots 5 & 6. Item to be removed from the agenda.

Barns at Over Hall: No further response received from the Heritage Officer.

e) To note Revised National Planning Policy Framework (NPPF) 20th July 2021.

Cllr Barrett left the meeting at this point

11/09/21 AUDIT AND FINANCE MATTERS

Business Access A/C balance: £13,409.17

Community Account balance: £1,508.67 (when all cheques paid)

- a) It was noted that the External Auditor's report for 2020/21 Accounting Statement has not been received yet.
- b) It was noted that the Internal Audit Review is scheduled for 4th October 2021
- c) Finance and Budget monitoring report - noted, circulated and attached.
- d) Bank reconciliation and verifying bank statements dated 11th September 2021 – noted, circulated and duly signed by the Chairman and non-signatory member.
- e) The Neighbourhood CIL Expenditure Report for 2020/2021 has been forwarded to BDC and placed on the parish council website as legally required. The CIL allocation of £7,826.93 remains unallocated. Members agreed to defer a decision on the use of the monies until the additional sum for plots 5 and 6 is known.
- f) The insurance renewal policy with Came & Company had been circulated. Much higher premium for 2021/22. The Clerk has followed up on options to reduce the cost to the parish council. Members agreed that insurance cover for those assets under the excess figure should be removed from the policy.
- g) It was agreed to meet the costs incurred for moving out, repositioning and making good the telephone box at Church Square. Cost £1,160.32. Other costs incurred have been met by the property owner.
- h) The Chairman put forward proposals to upgrade the existing parish council noticeboard situated outside St Mary's Church in keeping with the original design sanctioned by the late Tim Underwood, former parish councillor. Options discussed and it was agreed for Cllrs Jackson, Aries and Alston to meet onsite and to put forward their thought to members at the next parish council meeting.
- i) The Community Action Suffolk Network free membership has been renewed – noted.
- j) Members agreed that the Clerk should investigate the pros and cons of payments being made via bank transfer and report her findings to the next parish council meeting.

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

12/09/21 CORRESPONDENCE

All the following correspondence has been circulated for information or follow up:

Details of a Festival of Suffolk 2022 – Invitation to Chair of Parish Council – Chairman to attend a Zoom meeting.

Babergh & Mid Suffolk District Council Parking Strategy Consultation

Babergh & Mid Suffolk update on upcoming changes to carpark charges – Cllr Barret noted that the changes due to applied in January 2022. Discussion remain ongoing.

Babergh & Mid Suffolk Notice for Civil Parking Enforcement Order technical changes

Hackney Carriage, Private Hire Operator, Vehicle & Driver Policy Consultation

Gambling Act 2005, Statement of Principles (Revision) Consultation

Details on potential Ministry of Housing, Communities and Local Government funding to improve planning information within parishes.

Babergh Planning – use of the internet and SALC Training offer on Broadcasting meetings

Information on CAS Ready, Set, Restart and Buddy initiative

Details of The Keeper's Daughter 'The Time Machine' Tour 2022 – information to be forwarded to Community Centre Management Group for follow up.

13/09/21 REPORTS

The Chairman encouraged members to read the reports as they provided detailed information and updates.

Assets Report: Cllr Sills had circulate her report prior to the meeting. All assets in a satisfactory condition. Some cardboard to be cleared from the grit bin at St Edmunds Lane. Some waste to be cleared from the grit bin at Tawneys Ride. Eves Orchard grit bin still to be refilled by BDC.

Bures Hamlet PC: Cllr McAndrew reported on the following: The parish council is revisiting the proposal for a crossing point at Colchester Road. A footfall count to be undertaken. Vacant garage site health and safety issues continuing to be followed up with BDC. The application to the NEPP for 2 parking bays plus restrictions at Bridge Street has not been supported by BDC Officers. BDC to put forward a suggested revision for the parish council and residents to be consulted on and if supported then may be submitted to NEPP for consideration. The damaged signs at the Mount Bures junction reported.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. Weeds growing on the main drive have been a significant issue this summer. Contractor resorted to burning off the weeds with some success. 3 year Picus test carried out on the Cedar and Sequoia. Survey of all trees to be arranged. Following on from the memorial inspection, members agreed not to proceed with repairs at the moment owing to the costs involved. Grave deed holders are being sought to request they undertake the repairs and meet associated costs themselves. All unstable memorials are clearly marked with warning signs. A Commonwealth War Graves Commission plaque to be mounted at both front and rear entrances. New smaller shed delivered and waiting to be installed.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on 9th September. Unannounced visits by Suffolk Police 'Kestrel Team' have helped reduce the ASB issues along with the recent river pollution scare. Portaloo hire extended to the end of October with a review at the November meeting. Refreshment wagon to continue sales throughout the winter months. Opening times of the hirers choosing. Additional gate installed. Beacon to be relocated. Grant application for new play equipment to be submitted to ECC. Babergh DC has installed blue bins for paper and card recycling following the removal of the paper banks.

Community Centre: Cllr McCrory had circulated a short report for the meeting. Main hall has been painted. Majority of previous hirers including the film society have returned. Electric cooker installed. New treasurer still being sought and there is a vacancy once again for a caretaker.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been placed on the parish council website. Items to note: Notice have been mounted at either end of the route from Friends Field to Fysh House Farm advising that it is a Permissive Path. An ongoing need to keep nettles and verges under control. Some fields/crops are being cut by landowners, field margins also being cleared which is helpful for walkers.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. Bee friendly planters looking attractive. Waiting on a Bug House to be installed. Ferriers Barn members painted a colourful dragon now fixed above the noticeboard. Map showing route to the Chapel Barn dragon to be installed. Pargetting for carpark wall being followed up. A successful music train on the Gainsborough Line was held early September.

Some minor crime incidents at the station over the summer period reported to British Transport Police. Full report placed on the parish council website.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. New orchard in the Essex allotments doing well with some apples for picking. On the Suffolk woodland some extensive winter clearing of the pussy willow saplings needed. Volunteers welcomed. Line of new oaks beside the school playing field doing well. Application for a range of tree reductions for White House, St Edmunds Lane approved.

SALC: Cllr Fairbairn attends the online area forums and minutes available on the SALC website.

Primary School: No report for this meeting as the children have only recently returned back to school following the summer break.

Bures Common Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. This summer has seen an increased use of the Common for village activities. A Pop-up Café was held on Sunday afternoons in aid of St Nicholas Hospice. The BCLT marked 10 years since the purchase of the common by holding a Get Together on Bank Holiday Monday. The Baptist Church held an open service for the ordination of their pastor, Cath Brown. All events well attended. Markets continuing to be successful. Future events scheduled are – RBL 100th anniversary celebration, History Society tea, school boot sale.

14/09/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next Agenda Items: Projects for use of CIL, Jubilee bench to be replaced.

Cllr McCrory noted that the Community Centre is in urgent need of a Caretaker.

Several Christmas lights need upgrading. Clerk noted both parish council Christmas light budgets could be transferred to the Christmas Lights account to cover these costs.

The Clerk has updated the Joint Parish Emergency Plan and forwarded to the District Councils. She has also made some improvements to the Joint Parish Council website and noted to members on Copyrights for images on the site.

Chairman to study draft policies for broadcasting and streaming of parish council meetings and report back to members. BDC has been informed that the Community Centre has a screen but no broadcasting facilities. .

15/09/21 DATE OF NEXT MEETING

Thursday 18th November 2021 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future meetings booked 2022: 20th January, 17th March, APM TBA,
19th May AGM, 21st July, 22nd September

The meeting closed at 9.45 pm

Signed:

Chairman

Date