

**Minutes of Bures St Mary Parish Council Meeting
Thursday 19th January 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs T Fairbairn, J Aries, G Crowley, A Waring, D Ambrose, R Kemball,
J McCrory, L Alston, C Barnham (BHPC), L Parker (BDC), J Finch (SCC)
In the Chair: Cllr Gill Jackson
Clerk: Mrs Jenny Wright

1/01/17 APOLOGIES

Apologies received from Mr Tim Underwood (Emergency Plan Co-ordinator).

2/01/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Cllr Waring's Declaration of Interests received and forwarded to BDC for advertising.
To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
None declared.

3/01/17 PUBLIC FORUM

No members of the public present.

4/01/17 MINUTES

Minutes of the previous Parish Council Meeting of 24th November 2016 (previously circulated) were duly approved and signed as a correct record.

5/01/17 POLICE

All police reports and police meeting dates circulated and noted.

Details of PCC Tim Passmore's Fair share for Suffolk call for support – circulated and noted.
Items reported to PCSO Laura Mansell: Laura requested that all unsociable driving through the village be reported plus number plates for logging and monitoring. Hazardous waste left in Nayland Road had been reported and collected by BDC. Contractor Gary Vaughan had been issued with a Sharps box for any future incidents.

Cllr Finch reported on the campaign to combat use of mobile phones whilst driving.
Clerk creating a Suffolk Police SNT information notice for the noticeboard.

6/01/17 HIGHWAY MATTERS

- a) School kerbside drop off scheme – Cllr Finch of SCC Highways had met with Cllr Fairbairn and the Head Teacher on site to follow up on a possible scheme which would entail a teacher in centre of road directing the children. If this was proved to be an unsafe practice by SCC then a further review into the need for a Zebra crossing would be followed up.
- b) Crossing at school - all members had agreed that the current crossing point at the school was unsatisfactory as both pedestrians and drivers were unsure of their priority right of way. Cllr Finch confirmed that it had been agreed to mark the crossing in a high visual colour and a Works Order had been placed.

- c) The Croft – Cllr Crowley had liaised with the residents for their thoughts and suggestions regarding appropriate signs and suitable positioning. From the responses received he reported that the residents preferred not to have pedestrian priority signs and were unsure if any signage was required. It was agreed to leave the matter on hold.
- d) B1508 speed limit change – due to be implemented by end of April and was currently being placed in the Highways programme of works. Clerk to advertise accordingly.
- e) St Edmunds Lane traffic dangers – Cllr Finch circulated various suggestions for signage along the Lane to all those present. Cllr Aries noted that the Lane was a Public Footpath and therefore should pedestrians have priority. Cllr Finch to follow up on ‘Narrow Lane’ signs plus a pedestrian warning sign.
- f) Road bridge footway surfacing - the Clerk had reported but only the damaged concrete at each end had been repaired. Clerk to report the safety surfacing to be made good.
- g) Bollard at St Mary’s, High Street – following a further request for a bollard to be installed outside St Mary’s as protection to the property from vehicles mounting the pavement, Cllr Finch confirmed that his Officers were currently investigating two sites along the High Street. Cllr Fairbairn asked for priority traffic signage to also be investigated.
- h) Light on footpath beside 3 Horseshoes PH – parish council waiting on whether a sensor light is erected at end property before agreeing a need to follow up further.
- i) Overgrown hedges – it was agreed for the Clerk to write to 3 property owners in the parish to cut back their hedging along the Highway boundary.
- j) Locality Budget – Cllr Finch advised the parish council of his Locality Budget allocation. It was noted that Cllr Parker did not hold a Locality Budget. On behalf of the parish council he agreed to investigate what grants may be available in the district for cycle projects. Cllr Fairbairn asked for details of the garages to the rear of the primary school as the school may wish to make use of the land in the future. Clerk to follow up.

Cllr Finch’s Summary Report was circulated to all members and to be held on file. He advised those present that owing to a scheduled operation he would not be available on parish matters for at least 6 weeks. **Cllr Finch left the meeting at this point.**

7/01/17 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh playarea:

- a) Land transfer: Cllr Parker advised that the legal transfer of land from Persimmons Homes to BDC should be actioned by the end of the financial year.
- b) S106 contributions: Nick Elliott BDC had laid out his reasons to the Clerk as to why the £5,000 had still not been released. Land required to be formally adopted by the parish council and the parish council to evidence a consultation with residents on preferred play equipment. Consultation questionnaire prepared and Cllr Waring agreed to deliver to 160 properties local to the play area. Clerk to follow up on collation and to finalise the grant application.
- c) Play equipment: Playquip continuing with storage free of charge for the 3 special play equipment pieces from the original agreed order. Remainder of order held on file until release of monies from BDC.

2) Ditch at Beaumont Close: Clerk to forward a map of the area to BDC clarifying suggested routes and responsibilities. BDC had accepted responsibility for the ditch.

3) Bank House & Sworders shop: Cllr Parker continuing to follow up on the parish council's behalf. Both properties had been assessed by Building Control who confirmed that no action was warranted but would continue to monitor.

4) Eves Orchard issues & Silver Birch trees: BDC Officers working to resolve the neighbourly disputes at Eves Orchard. Members and the Parish Tree Warden had visited the site of the two Silver Birch trees at No. 5 under BDC ownership. It was agreed that the trees had been inappropriately planted and the Clerk should write suggesting they be replaced with a more suitable species.

5) Street name & numbering service: BDC confirmed that it was happy for the parish council to continue referring individual developments when a new street name was required.

6) Community Centre brown direction sign: The Clerk had investigated the process and it was agreed to refer back to the Community Centre Management Group as applicant should be sign owner.

7) Wheelie bin 30mph sticker scheme: The Chairman circulated details of other successfully trialled schemes and it was agreed to purchase stickers to the value of £60 as a trial initiative for Bures St Mary. Clerk to advertise scheme as a deterrent against speeding.

8) War memorial: Clerk waiting on a quotation from Bradford Memorials to repair the lettering at base of memorial. Cllr Ambrose advised that he had agreed with the PCC to cut back the laurels around the memorial and maintain at low level.

9) Land agreement at Sportsground & Community Woodland: Bevill's Estate Trust currently drafting a formal long term lease to remove the two portions of land from agricultural use.

10) Assets of Community Value: Chairman progressing an ACV for the Three Horseshoes PH with the owner's consent. Supporting statements still required from CAMRA and Team Tree to move the application forward.

11) Joint Emergency Plan: Tim Underwood had kindly agreed to process the plan forward with the Clerk's assistance. Meeting to be held with Emergency Planning Officers from the two District Councils to gain advice to finalise the current draft plan and to initiate a trial run.

12) Defibrillator inspection: Following concerns that the Bures defibrillator could not be accessed when it was urgently needed over the Christmas period The Community Heartbeat Trust carried out a site inspection. The inspection showed that the cabinet opened and the AED was in a fully operational state. Cllr McCrory subsequently posted a guide on the telephone box outlining the processes to follow to access the cabinet. The Clerk had forwarded further information from the CHT for advertising in the magazine.

13) Local Council Foundation Award: It was agreed not to proceed at the moment.

8/01/17 JOINT COMMUNITY PLAN

A Core Group had been set up to forward the Plan with Chairman, Secretary and Treasurer duly elected. A meeting was scheduled for 27th February, led by Jan Stobart (Braintree DC) to formally launch the project, to gain opinions and themes for the questionnaires and to sign up Volunteers to assist.

Cllr Fairbairn, Chairman of the Group was keen for the Plan to be finalised as soon as possible following the launch. An advertising leaflet drop was being co-ordinated. Cllr Jackson asked members to put forward themes or specific questions for the survey questionnaire for consideration at the meeting on the 27th. Cllr Parker agreed to make contact with the equivalent Officer to Jan Stobart at Babergh DC.

Cllr McCrory put forward information on Dementia Friends which is funded by the Alzheimer's Society. She was keen to promote and asked the members to consider inviting Howard Lowe to give a presentation at the APM in March with an aim to forming a Dementia Friendly Community for Bures. It was agreed to consider this at Agenda item 13 but all members agreed a dementia friendly community should be a matter for consideration within the Joint Community Plan process.

9/01/17 GROUNDS MAINTENANCE/STREET CLEANSING CONTRACTS

It was agreed to continue with Gary Vaughan for both contracts. He had given excellent work to the parish during the past year and therefore all members agreed to extend his contracts to a two year period. Clerk to draw up the new contracts for signing.

The gritter had been checked ready for use during extreme weather. Gary Vaughan had inspected the pavements early morning of the 13th and it had been necessary to grit two areas – walkway to the station and the road bridge in Bridge Street.

10/01/17 PLANNING

All applications received and comments made – see attached list.

Some concerns raised that commencement of works sometimes preceded approval.

The Clerk had informed Mr Geoff Davies that the parish council was still very much in favour of his initiative for a Care Home at his Cuckoo Hill site. He advised that owing to his wife's deteriorating ill health the matter had been put on hold indefinitely.

Ministerial Statement relating to Neighbourhood Plans (12 December 2016) – circulated.

11/01/17 BUDGET

A meeting with the Internal Auditor, Cllr Fairbairn and the Clerk had been held to address Cllr Fairbairn's queries on the prepared budget. Two draft budgets subsequently prepared with varying written Explanations. Budget 1 agreed by Council. The parish council precept 2017/18 to BDC was duly agreed and signed. Precept to remain as previous year.

Details of the Government's decision not to extend council tax referendum principles to any size of parish or town council in 2017/18 – circulated and noted.

12/01/17 FINANCE

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

Bank reconciliation dated 8th January 2017 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

It was noted that £1,000 was currently held in the parish council funds for use against the Joint Community Plan expenses. It was agreed that any costs incurred should be met in the first instance via BSMPC with 50% reimbursement from BHPC on request. Minutes of all Joint Community Plan Group meetings to be presented to both parish council meetings on publication for verification.

13/01/17 CORRESPONDENCE

Monthly updates plus the AONB Boundary Review survey – circulated – Cllr Fairbairn noted that he had felt unable to complete the online survey due to his lack of information of the AONB Boundary Review.

At this point it was agreed to discuss the two suggestions received for a short presentation at the Joint APM on the 30th March. Howard Lowe of Dementia Friends and Simon Amstutz were both willing to attend. Cllr Jackson suggested that both presentations could be held but at different events. It was agreed by 8 votes to 1 to invite Simon Amstutz. It was also agreed to hold a Dementia Friends event in May and to meet the hall hire costs of £100. BHPC to be asked to contribute towards refreshment costs.

Minutes of BAPTC Group circulated – the parish council agreed not to join the Group.

Report from SCC County Councillor James Finch – circulated and noted.

Details of Battle's Over 11th November 2018 – Bures Beacon registered – circulated.

Details of Salix Finance not for profit organisation – circulated.

LAIS 1395 Consultation on Video Conferencing – circulated.

Minerals & Waste Local Plan – Issues and Options Consultation – circulated.

SALC Winter 2016 update + Subscription letter – circulated.

Statement of Advice to Parish Councils on use of the Register of Electors – circulated.

Emergency Planning Suffolk Prepared Newsletter December 2016 – circulated.

Details of the Suffolk Trading Standards Avian Influenza Prevention Zone – circulated.

BDC Public Notice to change governance arrangements under the Localism Act 2011 – circulated and noted.

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

14/01/17 REPORTS

Assets Report: Cllr Jackson reported: All assets checked and satisfactory. Dog waste bin at The Croft needed a bin liner. Waste bin at Clickett Hill layby needed emptying.

Bures Hamlet PC: Cllr Barnham reported: Pedestrian safety island at Colchester Road installed. Footway along Bridge Street to be resurfaced. Vacant garage site being used for off street parking. Sites Bures 165 and 166 had been removed from the BDC Draft Local Plan on the grounds that the 2 sites could be seen to be detrimental to any future AONB extension.

Cemetery: Cllr Alston reported: Winter maintenance works in hand. Waste skip now in place at rear of cemetery. Screening of skip being followed up.

Sportsground: Cllr Jackson reported: Morphus Project delayed but scheduled for the spring. All advertising, media coverage and marketing plus any costs borne to be covered by Morphus Productions as a formal apology for the continuing delay. Committee investigating whether Coronation Shelter could be moved and repositioned as a bus shelter. Volunteers to paint the Teen Shelter.

Community Centre: Cllr McCrory reported: Cinema ticket prices had been increased from £4 to £5 as attendance numbers just breaking even. Concerns had been raised with the Management Group regarding the excessive number of signs erected in the building plus rooms not being set up. Issues being followed up with the Caretaker.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. Chairman Cllr Jackson thanked Cllr Aries for her excellent report. Cllr Aries to meet on site with Kevin Verlander SCC Rights of Way Officer to follow up on a number of issues.

Transport: Nothing to report.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. Current Tree Warden Scheme being revamped by BDC.

SALC: Nothing to report. New representative needed for follow up on SALC matters.

Primary School: Cllr Fairbairn reported: The school had been awarded the Dyslexia SPLD Trust accreditation for supporting pupils. It had also achieved the Bronze Lingumarque as a reflection of its quality of teaching and provision in modern language especially French.

Bures Common: Cllr Jackson reported: Restoration of the barn was now a community project with local craftsmen willing to carry out the necessary work to make the barn safe and useable. Cost of materials to be raised from the monthly markets income and fundraising events. A grant applied for from Cllr Scattergood's Locality Budget.

15/01/17 ANY OTHER BUSINESS – items to note and for the next agenda

None raised.

16/01/17 DATES FOR FUTURE MEETINGS

Next meeting: Parish Council Meeting - Thursday 23rd March 2017 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 30th March (Joint APM), 18th May (AGM)

Future dates agreed for 2017/18: 20th July, 21st September, 23rd November 2017
18th January 2018

The meeting closed at 9.45pm

Signed:

Parish Council Chair:

Date

