

Minutes of Bures Hamlet Parish Council Meeting
Monday, 17th January 2022
held at Bures Community Centre at 7.30pm

Present: Cllrs M Baker, C. Ellis, K McAndrew, D Monk, B Raymond, R Shackell, M Welch, L Norton (BSMPC), J Aries (Parish ROW Officer), Cllr P Schwier (ECC)

In the Chair: Cllr R Shackell

Also Present: Mrs J Wright (Clerk)

01/01/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr W Scattergood who had been unaware of the meeting date.

02/01/22 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.

03/01/22 MINUTES

Minutes of the Parish Council Meeting of 15th November 2021 (previously circulated) were duly approved and signed as a correct record.

04/01/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There were no members of the public present.

County Councillor: Cllr Schwier reported on the following: ECC budget proposals feature investment in families, communities, the economy and the environment. *Everyone's Essex – the plan for Levelling Up the County* is at the heart of proposals, which also deal with rising demand for key services, particularly social care, as a result of the pandemic. Plans include investing £1.3 billion over the next four years on major infrastructure projects, such as new schools and large road improvements, a scaling up on previous years. Real action is to be taken on climate change and carbon reduction through responding to the Essex Climate Action Commission's recommendations, including a £200 million spending commitment toward Essex's net zero targets and achieving the *Everyone's Essex* commitment to a high-quality environment. Support for businesses will continue through the *Backing Essex Business* programme, supporting business growth across the county, promoting economic growth and creating jobs, as well as continued investment in skills to help people progress and get back into work. Libraries will also be at the heart of supporting communities, alongside £10 million in funding for Levelling Up including £500,000 for new Community Challenge Fund and help for families in managing finances, alongside encouraging businesses to be more family friendly. Essex County Council and Essex Area Ramblers (EAR) have teamed up to ensure crossfield public paths, that are being illegally obstructed by growing crops, are cleared to be enjoyed by walkers. Cllr Schwier kindly agreed to be guest speaker at the Bures Joint Annual Parish Meeting.

District Councillor: Cllr Scattergood not in attendance to put forward a report.

Cllr Schwier left the meeting at this point.

05/01/22 HIGHWAY MATTERS

a) Local Highway Panel (LHP) requests for consideration to submit:

1) Pedestrian crossing at Colchester Road: Questions remained as to whether there is a feasible point where a crossing may be placed. Volunteers recorded a footfall and vehicle count during week commencing 29th November 2021. Weather had not been particularly good and reflected in the figures collated. It was agreed to follow up with a second count in the spring to support a LHP application.

2) Safety improvements at Mount Bures junction: Residents keen for the parish council to revisit the previously refused LHP request to improve safety at the junction. Clerk following up with Cllr Schwier and Mount Bures Parish Council. 'Traffic free route' sign to promote a safer walking route still to be installed at the junction down to the Mill. Request for a hard standing at the junction remains on the LHP agenda.

3) Reflective bollards: A resident has requested reflective bollards to be installed on the right hand verge at the top of Lamarsh Hill to prevent further verge damage from vehicles travelling at speed.

The Chair noted that all LHP requests needed to be evidenced and asked members to contact the Clerk if they were minded to assist in collating information and gaining evidence for the numerous LHP requests to be submitted to ECC.

b) 20mph: Cllr Schwier advised that there were currently no ECC traffic calming schemes for the parish council to apply to implement a 20mph speed limit through the village.

c) 30mph extension for Lamarsh Hill: Cllr Aries suggested that if the 30mph restriction zone is extended further up the hill then the Speedwatch Team could submit a request to operate near the Lamarsh Hill bungalows. It was agreed to submit a LHP request to ECC to extend the 30mph restriction to the village gateway.

d) Station Hill pavement: One tree root successfully covered with tar Macadam. Second root to be treated when funding allows. Damaged pavement surface outside No. 15 repaired. Some concerns raised that sections of the footpath remain poorly lit. Clerk to check with local residents for their views as to whether installing a low level light would be a sensible solution.

e) ECC Surface Water Assessment Scheme: Following the new pipework and drains at Bridge Street, Station Hill and Colchester Road, flooding still occurring at Bridge Street after heavy flash flooding. ECC Highways confirmed they are aware of the problem and larger scale works scheduled. Pothole on roadbridge reported.

f) Bridge Street: Repainting of the yellow lines remain on the NEPP future works list.

g) VAS upgrade: The Clerk circulated information to members with options to upgrade the Colchester Road Vehicle Activated Sign. If purchased then cost in the region of £3,500, however could be shared with a neighbouring parish. A moveable Speed Indicator Detector (SID) seemed to more favourable. Agreed to submit an LHP request.

h) Parking: Discussions followed regarding the lack of parking space in the village and the low level use of the Greater Anglia carpark at the station. Options to lease back the carpark to the village to be investigated. Members keen to establish space available for 2 electric charging points to be installed. The Chair agreed to follow up on the matter.

06/01/22 PLANNING

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

b) Applications requiring consideration at this meeting:

Application No. 21/03678/FUL Butlers Farm, Colne Road CO9 5DN – agreed to object owing to the proposal to provide 8 parking spaces being over the Definitive PRow.

Application No. 21/02585/HH No. 44 Colchester Road CO8 5AE – agreed to object on 6 points raised by members.

Application No. 21/03727/HH No.12 The Paddocks CO8 5DF – agreed to object – members considered the proposed extension is too large and will change the overall appearance of the estate.

Application No. 22/00020/LBC Constable House, Station Hill CO8 5DD – no objections.

Application No. 22/00050/TPOCON Apple Trees, Lamarsh Hill CO8 5EH – Tree Warden to visit site and submit her comments.

c) **Other planning matters reported on:**

Vacant garage site: The garage site remains unsold. The parish council wrote to BDC and to the developer's agent regarding safety at the site. The Enforcement Officer visited the site, however did not deem it unsafe. It is noted that the developer has a timescale of up to 3 years to erect the hoarding.

Land to rear of Cambridge Way: Hewitsons of Cambridge are acting on behalf of the parish council to secure a land transfer agreement with BDC. Cllr Shackell asked all members to consider the points raised by Hewitsons and respond to the Clerk with their comments by the end of the month to allow the matter to proceed as smoothly as possible. Clerk to contact BDC regarding access into the site via the Clarion Housing estate. Grants for tree whips being investigated. Members to confirm BCLT take on management of the land on behalf of BHPC.

Old Bus Depot site: Developers had held a Drop-in session and leaflet drop to gain residents views along with traffic surveys in Bridge Street. No application submitted by Roses Builders to date. Both parish councils to respond formally when received.

Cuckoo Hill site: The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached.. 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 S106 Agreement completed and ready for signing by both parties. Work scheduled to recommence in February.

d) Land south of Penlan: A new entrance on to the site has been created. Clerk to follow up with Enforcement Officers as the original application for the site was rejected by the Planning Inspectorate in 2019.

e) Open Spaces Action Plan 2022: Agreed with no amendments to be made.

07/01/22 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update: Two inaugural meetings for interested volunteers to join a Steering Group to progress the plan have been held. Steering Group and Working Parties set up. Vision Statement, Action Plan and NHP website being progressed. Funding applied for to enable a Housing Needs survey to be completed. Community engagement is crucial for the success of the NHP. Advertising leaflets to be distributed.

b) Steering Group: Members agreed as Gill Jackson (BSMPC), Richard Schackell (BHPC), Carol Ellis (BHPC), Paul Scott, Jenny Wright (Treasurer). BHPC to manage all finances for the NHP.

c) TOR and C&E: These were both presented to members and agreed. Clerk to follow up with BHIB regarding insurance cover for volunteers working on the NHP.

08/01/22 Joint Parish Plan 2021-22:

- a) Bures in Bloom:** Babergh Locality Award grant received for the purchase of 2 self watering planters. Sites to be agreed and volunteers being sought to enable the Bures in Bloom initiative to expand. Sponsors also to be sought for purchase of further planters.
- b) Bures Climate Change:** At no cost to the community, Green Champions conducted 5-minute doorstep surveys with 25 households responding to the survey. Green Champions also attended the local Saturday Market to promote the initiative. 'Climate Change' to be included in the Annual Parish Meeting agenda. Cllr Fairbairn investigating sites suitable for an electric charging point. 2 possible sites being the Nayland Road carpark and Bures Station carpark. Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme.
- c) BSMPC** has received a £1500 grant from Suffolk Community Foundation 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 for the village. A 'parent' group needed to run the GNS as the parish council cannot under the requirements of the grant.
- d) A Joint Heath & Wellbeing plan** being followed up by BSMPC. Draft plan in progress. Suggestions for Dementia and Health & Wellbeing events being investigated. Grants for cycle racks and leaflets for cycle routes also being investigated. Clerk to join with Cllr McCory and Cllr Sills to progress the plan forward.

09/01/22 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

- a) P3 Scheme:** Parish Council to enter into a Service Level Agreement with ECC in the summer of 2022. Map showing sections of the agreed paths for including in the SLA submitted. Application progressing with the ECC PRoW Officer.
- b) BH Speed Watch:** Cllr Aries reported that the Speed Watch team is currently running smoothly but more volunteers always welcomed. She noted that Essex Police did not record specific locality results when collating its monthly speedwatch reports. However Suffolk Police did collate this information back to its speedwatch teams. ECC has a target set to bring Zero deaths to its roads by 2040. Cllr Aries keen to support the LHP request for a crossing point at Colchester Road.
- c) Station Hill garden:** The Clerk obtaining a quotation from the parish contractor to revamp the garden. A second quotation to be sought. Local residents to be approached for sponsorship. No. 5 has kindly offered to tend the section opposite their property. Clerk following up.
- d) Millennium footpath fence:** The fence is deteriorating. The parish contractor regularly repairing damaged rails and it is agreed there is a need to investigate renewing the complete fence. Clerk seeking available grants. Cllr Welch agreed to look at the Defra website for what information may be available to assist with grant applications.
- e) Essex Knowle:** Clerk to proceed with upgrading the Possessory Title of Essex Knowle to Freehold Title as the requisite 12 year period ended in November 2021.
- f) Bramford to Twinstead Electricity Network Reinforcement:** National Grid maintaining regular consultation with the parish council. Archaeological and engineering surveys taking place in the local area. A further round of public consultation planned for early 2022. It was agreed to remove this item from the agenda. Clerk to monitor updates received and report in her Clerk's Report as necessary.
- g) Light provision for Parsonage Hill:** The Chair advised that following the removal of a boundary hedge along Parsonage Hill, visibility has greatly improved. It was agreed not to follow up the LHP request as previously suggested and to remove this item from the agenda.

h) E54 Pedestrian crossing: The parish council is still waiting on the Public Inquiry outcome as to whether the crossing will be closed to pedestrians. No decision currently made for any Essex crossings. It was agreed to remove this item from the agenda until further information is received.

10/01/22 AUDIT AND FINANCE MATTERS

Business Premium A/C balance: £10,445.06

Community A/C balance: £6,846.03 (when all cheques paid)

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

b) Bank reconciliation report dated 8th January 2022 – circulated, noted and attached.

Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.

c) 2022/23 Parish Council precept request to BDC duly approved and signed.

d) Policy for recording and social media at meetings being followed up jointly with BSMPC.

11/01/22 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

Community Engagement event scheduled to be held at Bures Common on Tuesday 22nd

March at 10.30am to 12.30pm. Clerk agreed to report the pot hole at Station Hill. Colne Road layby to be cleared of debris.

12/01/22 PHYSICAL RISK ASSESSMENT

Cllr Baker had circulated her report prior to the meeting. All assets appeared in good order. Flower tub at Normandie Way worn and in need of replacing. Stile at Bakers Hall in poor condition however walkers access the route to the far side of the fence. Advertising sign to be removed from the Essex Knowle. Normandie Way playarea sign broken. Damaged grass area in need of repair. Clerk to follow up on all matters raised.

13/01/22 REPORTS

All reports had been circulated prior to the meeting.

Bures St Mary PC: Cllr Norton in attendance. However the next parish council is scheduled for this coming Thursday and therefore did not have any updates for reporting since the previous meeting.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. UK Power Network utility pole still waiting to be cleared of surrounding overgrowth. Waiting on the Commonwealth War Graves Commission plaque to be mounted at the front entrance and rear gate. The detailed Suffolk Tree Services report highlighted the need for Picus Tests at height to be carried out on the Cedar and the Sequoia. A full tree survey to also be carried out. The Authority responded to the DEFRA Consultation on Amendments to the Environmental Permitting Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities. 6 bird boxes and 6 bat boxes being made ready for installing in the cemetery as part of a Scout Troop project. The turning area at the northern end of the cemetery has not proved to be a sufficiently adequate provision to manoeuvre some of the long-axled funeral vehicles. Some issues have arisen and members agreed action is needed to protect the end graves. Bulb planting underway following a generous donation. Winter maintenance of boundaries and drives completed.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on 13th January. Gareth Hood took up the role of Clerk/RFO from 1st January. Investigations in hand to establish if a weblink could be set up to allow more effective remote monitoring of the CCTV system. Invites to submit letters of interest/tender for selling refreshments in the carpark to be advertised. Trading period to be increased to cover April to October on a 2 year contract. Quotes being sourced for resurfacing the tennis court and also to clean and patch. A tree to mark the Queen's Platinum Jubilee to be planted where one of the Millennium Oaks has failed to survive. Scout Troop to be asked if they would clean the footbridge railings and the fencing around the Pikes Marsh playarea. A donation to be offered. Grants secured for new toddler play equipment. Installation work scheduled for the spring.

Community Centre: Cllr McCrory had circulated her report prior to the meeting. Stephanie Atkinson has now taken over as Lettings Secretary and can be contacted via the community centre email address or Stephanie.a.atkinson@live.co.uk Bookings remain steady. Hiring charges to be reviewed. Two new caretakers in place. Main hall curtains are up and Garrad Room curtains are being cleaned. Quotes being sought to repair the kitchen hatch. Film Club hope to resume soon. Treasurer and Letting Secretary roles to hopefully be combined.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: Parish Council to enter into a Service Level Agreement with ECC in the summer of 2022. Application progressing. Sign still to be erected near Brook House Cottage to indicate there is a traffic-free route into BSM and to the school. The reinstatement of FP5 has been successful with many more walkers using this route. Various damaged or missing or obscured fingerposts – reported but logged as items to be assessed during future scheduled inspections. BWY25 surface issues have not been resolved and the report remains open. ECC and Essex Area Ramblers have teamed up to ensure Crossfield public paths, that are being illegally obstructed by growing crops, are cleared. Walkers should stick to the routes and follow the countryside code. As part of the Discovering Suffolk initiative, Cllr Aries has fixed a QR scan code to all fingerposts in Bures St Mary.

BALC: Next meeting 27th January 2022.

Transport: Cllr Welch had circulated his report prior to the meeting. Greater Anglia timetables changing from 10th January. A Sunday style timetable with earlier first trains and more trains at peak times will run on weekdays, Weekend timetable will remain unchanged. Essex County Council's Integrated Passenger Transport Unit convened a meeting held on 16th November 2021 presenting a set of slides outlining details of the National Bus Strategy and how this is being applied in Essex. Goal is to make bus networks more frequent, faster, reliable, less expensive, more comfortable, better integrated and to be seen as a safe mode of transport.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters. Spring bulbs planted along with pansies and primula plants. Some daffodil bulbs donated by Marie Curie planted in the large tub on the platform. Station Adopters to promote Marie Curie Planting Daffodils to mark the National Day of Reflection on 23rd March. Bures Primary School children to paint pictures of wildlife, dragons and climate change for scanning in and hanging on the fence leading to the platform. Fixing of panels on the dragon noticeboard completed. Photos of trains on the Gainsborough Line being donated to the Station Adopters for hanging in frames in the station waiting room. Full report published on the parish council website.

Tree Warden: Cllr Baker had circulated her report prior to the meeting. She had received one application since the previous meeting for works to trees. Cllr Baker advised that she has no objections to the planned works.

Bures Primary School: Cllr Fairbairn, Chair of School Governors has circulated a November update and this has been published on the parish council website. Art Week celebrated with many excellent pictures and sculptures. The 'Speak Out Stay Safe' assembly and lesson materials provided by the NSPCC were perfectly pitched. The school works hard to ensure that the pupils are aware of keeping themselves safe online and where to turn to when they may feel anxious or worried. 2022 topics for Year Groups range from Winter, Weather and Wonderful Tales for Reception to Deadly 60 for Year 6. Claire Frewin and Claire Lloyd have both recently stepped down as Parent Governors and will be greatly missed. Full report published on the parish council website.

Bures Common Land Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. The event on 27th November marked the turning on of the Christmas lights. Weather was appalling and since the event the trustees have held a meeting to discuss a Bad Weather Policy. A BWP is deemed necessary to back up the Risk Assessment already set in place. An anemometer to measure wind speed has been purchased and will be used to decide and inform stallholders when they must not erect gazebos, or remove sides and take them down. Markets will recommence in March 2022.

14/01/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

A tree for the Queen's Platinum Jubilee to be ordered. Clerk to follow up with Cllr Baker. Effluent discharge at Ferriers Lane to be reported to EA.

15/01/22 DATE OF NEXT MEETING

Monday 14th March 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked: 2022: APM Thursday 31st March, AGM Monday 16th May, 18th July, 19th September, 14th November

The meeting closed at 9.35pm

Signed:

Chairman

Date: