

Minutes of Bures St Mary Parish Council Meeting
Virtual Meeting held on
Thursday 18th March at 7.30pm

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

In the Chair: Cllr G Jackson

Also Present: Mrs J Wright (Clerk), C Holbrook (Internal Auditor)
plus 4 members of the public

1/03/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr Saer (unwell). Apology accepted by those present.

2/03/21 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.

3/03/21 MINUTES

Minutes of the Parish Council Meeting of 21st January 2021 and the Extraordinary Meeting of 4th March 2021 (previously circulated) were both approved as correct records.
To be duly signed following the virtual meeting.

4/03/21 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 4 members of the public present.

a) One member of the public raised the following concerns regarding planning application No. DC/21/00745 Cuckoo Hill – Some residents' comments had not been uploaded to the planning portal. Why had the consultation period been extended? Still waiting on elevation drawings for Plot 6 and White Horse House. Ground contamination issues still unresolved. Surface water issues at St Edmunds Lane still to be resolved.

Cllr Barrett considered that the extension consultation period would now give Officers time to respond to all objections and allow all residents' comments to be uploaded to the portal. Cllr Finch to follow up on the surface water issue. Chairman agreed to request sight of the elevation drawings. Cllr Barrett following up the contamination issues with Officers. The Chairman had received confirmation via the site agent that the old tank has been emptied and removed.

The parish council was thanked for its efforts to provide a moveable SID. The Chairman advised that a works schedule was in hand and hopefully the SID would be up and running within a few weeks.

b) County Cllr James Finch had circulated his report prior to the meeting. Items to note: Rapidly decreasing Covid-19 cases across the local area welcomed. More local Coronavirus Rapid Testing Centres opening up. 2021/22 Budget agreed to support the most vulnerable residents and the County's recovery programme. Drainage budget doubled to £4m for 2021/22. Support for Freeport East. Virtual fostering and adoption session for the Stour Valley – refer to <https://www.fosterandadopt.suffolk.gov.uk/>

c) District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note: BDC to conduct a review of parking provision and identify what capacity will be needed for current shortfall and for additional demand in years to come. BDC to purchase new social housing across the district. BDC fleet to be converted to run on hydro treated vegetable oil. Solar car ports and batteries to be put into the Sudbury Kingfisher carpark. Both Cllr Finch and Cllr Barrett remained in attendance to give an input to matters relevant to SCC and BDC.

5/03/21 POLICE

a) **Community Policing Teams:** One incident reported to both Suffolk and Essex police involving a group of youngsters creating a disturbance at the recreation ground. Good follow up by the NPT.

b) **BSM Speed Watch:** Cllr Aries reported that Speed Watch teams will be able to recommence operating from 29th March following the easing of Covid-19 restrictions. She noted that the team will not be able to operate aside the SID and will be following up with the Co-ordinator. 2 sites agreed for the Speed Watch team to operate from – Sudbury Road and Nayland Road.

c) Cllr Aries had attended a SALC Speeding forum and notes circulated to all members.

d) All police reports and police meeting dates circulated and available via the Suffolk Police website.

6/03/21 HIGHWAY MATTERS

a) **B1508 drainage issues:** Some works undertaken but further investigations needed. SCC fully aware and progressing. Cllr Fairbairn thanked Cllr Finch for his input in this matter and asked for permanent measures to be set in place to ease flooding along the road. Cllr Finch confirmed this was on the SCC works list.

b) **SID traffic calming:** Cllr Jackson had circulated her summary of the SID scheme. A quotation from Westcotec has been accepted - £3,050 plus VAT for a moveable device with a data collection unit. 4 location sites approved by SCC Highways – 2 at Sudbury Road and one at Cuckoo Hill and Nayland Road. Scheme progressing.

c) **Parking solutions:** Following a request from residents to improve parking at Claypits Avenue, Cllr Barrett has agreed to investigate whether grassed areas could be used for offroad parking with some verges being made available for purchase by tenants. A site inspection to be undertaken when Covid-19 restrictions allowed.

d) **St Edmunds Lane:** Some tarmac patching had been completed, however surface water still remained at the bottom of the lane. Anglian Water confirmed no pipe leak. SCC has inspected and considered the probability of a surfaced spring creating issues. Residents agreed with this probability. Officers to revisit the site with further investigations to be made.

e) **Broadband pole installation:** Residents had raised several objections to BT Openreach proposals to install poles at various rural locations. Cllr Finch confirmed that this was part of a SCC initiative to bring better broadband to Smallbridge and neighbouring properties. Works at Smallbridge and St Edmunds Lane to be undertaken within the next year.

f) Quiet Lanes Suffolk: Cllr Aries updated members on the QLS initiative. A parish public consultation required prior to a SCC public consultation. It was agreed to hold the parish consultation via the virtual Joint APM scheduled for 26th April. Cllr Aries to invite a Quiet Lanes Officer to attend the meeting. A number of objections have been received against the Arger Fen Road proposal. It was noted that the potholes at Smallbridge Entry had been reported.

g) National Grid consultation: Following the paused 2009 project in 2013 National Grid are currently consulting on proposals to build a new 400,000 volt electricity reinforcement between Bramford and Twinstead. MPs from both Suffolk and Essex strongly objecting to the proposals and pushing for undergrounding rather than an increase in pylons. Cllr Finch agreed to keep the members informed of a pending meeting for parishes to jointly submit their concerns.

h) Bures Bridge: Following the cancellation of repair works in 2020 a revised scope of works to be programmed for this coming summer.

i) Byeway 5 The Croft: Planings have been laid at the Croft end and at The Cut. Members thanked Cllr Finch for his input in this matter.

Cllr Finch left the meeting at this point.

7/03/21 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tawneys Ride garages: Cllr Barrett was made aware of ASB issues at the garages. Area being monitored via Suffolk Police patrols. Members keen to make better use of the vacant garages. BDC reluctant to look at individual garage use and therefore will be looking at a district wide review.

b) Pikes Marsh: Newly appointed Corporate Manager in contact with the Clerk. Waiting on a decision making timescale for the transfer of land to the parish council. Matter ongoing.

c) Eves Orchard fence: Cllr Barrett advised that to accommodate those residents involved the chain link fence would not be replaced leaving an open boundary with the small parcel of land to be transferred to BDC ownership. Works with BDC contractor.

d) Eves Orchard bollards: SCC had submitted a report on the 3 bollards. Although still in reasonable condition they were all showing signs of deterioration. Clerk to continue to investigate grant options with BDC and costs involved for replacing the bollards.

e) Bures Surgery: Cllr McCrory regularly attends meetings with the Practice Manager and Cllr Sills sits on the Hardwick House PPG where concerns can be raised on behalf of the public. The concern of patients having to wait outside the surgery for appointments or to collect prescriptions was raised at the PPG however there did not appear to be any solution owing to the surgery interior layout.. Cllr McCrory agreed to raise the matter again.

f) Temporary removal of telephone box: The owner of the property adjacent to the telephone box in Church Square has sought parish council approval to temporarily move the box to enable urgent repairs to the external wall. Disconnection of electricity supply required. A tentative movement of the box was needed to assess if removal feasible. Cllr McCrory to check whether the defibrillator could be temporarily relocated while works are done. Cllr Norton to assess the concrete at bottom of box. Clerk following up with all parties.

g) Health & Wellbeing Plan: Cllr McCrory and Sills drafting a plan. Good provision for Emotional Support available in the area. Investigate holding sessions in Bures. BCLT are to encourage groups to hold coffee mornings at the Barn as Covid-19 restrictions ease. Promotion of a leaflet advertising local cycle rides mooted. All ideas being drawn into the draft plan.

- h) Footpath beside 3 Horseshoes PH:** Parish contractor to do patch repair on the footpath next week. A solar light has been installed on the wall along the right of the path by kind permission of the property owner. This would be trialled to see if it gave sufficient light.
- i) Nayland Road pavement repairs:** Clerk following up.
- j) Parish contractor works:** Works list circulated to members. (Attached).

8/03/21 PLANNING

- a)** All applications received and comments made to date as per attached list.
- b)** Applications requiring consideration at this meeting: **DC/21/01361** Kingsbury House, Upper Road, Little Cornard – no objections – agreed.
- c) Other planning matters for reporting on:**
Cuckoo Hill development: Action required on Refusal of Discharge of Conditions – consultation period extended – comments noted at Public Forum. Chairman liaising with BDC Officers and site Agent to establish whether contamination and drainage is proven to be complete.
Land to rear of Cambridge Way: Following the consultation Braintree District Council had concluded that the land should remain as agricultural. Cllr Jackson had written to BDC following her disappointment with the decision. BHPC remained supportive to proposals for the land to become a community woodland open space. Cllr Scattergood pressing Cabinet Members to overturn the decision.
Vacant garage site: Application 20/01933/FUL – to demolish all buildings, remove all hardstandings and erect hoarding to site approved and site up for auction.
- d) The following Enforcement Cases were reported on:**
Knowle House: Amobox no longer operated on the site and the building was currently up for rent. The advertisement mentioning B1 use for the vacant site has been removed following the Chairman's enquiry to BDC Enforcement Officer.
Barns at Over Hall – the site of the fire damaged barns had been fenced off and a safety notice installed. Some minor clearance work undertaken. Nothing further to report.

9/03/21 AUDIT AND FINANCE MATTERS

Business Access A/C balance: £12,975.33

Community Account balance: £7,385.30 (when all cheques paid)

- a)** Finance & Budget Monitoring Report – circulated, noted and attached.
- b)** Bank reconciliation dated 15th March 2021 – circulated, noted and attached. Corresponding bank statements - circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.
- c)** A Neighbourhood CIL payment of £7,286.93 has been received for the parish in respect to Developer Contributions from the Cuckoo Hill development.
Options for use:
1) Provision of toilets linked to the Community Centre – Cllr Fairbairn to follow up with T5 to gain an indication whether idea is feasible. Cllr McCrory to provide plans of underground drains at Community Centre. Matter ongoing.
2) Gateway signs – matter ongoing.
- d)** Donation requests: The RBL approved £150 donation 2020 remained unused owing to Covid-19 restrictions. Members agreed to reserve this for an event to be held to remember all those lost during the pandemic. 3 donation requests were considered. It was agreed to give £100 to each of the following charities - AONB, Citizens Advice and Fresh Start New Beginnings.

- e)** To consider proposal put forward by Cllr Fairbairn to amend the Standing Orders - Cllr Fairbairn put forward his reasoning behind this proposal – easier to understand, SO should be workable for the parish council, considers NALC and SALC are standing still on SOs and not moving with the times, SO should be improved to enable better public participation in meetings, not comfortable with the references to ‘male gender only’, should be secret ballot for electing chair, no timescale for publishing draft minutes. The Chairman responded – SOs are in place for when needed, she invites members of the public to speak as needed during meetings, sometimes a formal process is required, has no concern that SOs refer to ‘male’ gender. The Chairman asked the Internal Auditor to respond – she had looked at both the current SOs and Cllr Fairbairn’s proposed SOs. She would not wish to see any changes made to the current and considered the parish council needed a good framework to work by. Member’s comments to the proposals included experience of chairmanship, volume of work involved and the need for NALC support for change. Some members did not consider that they had been a Councillor long enough to offer a comment. Cllr Fairbairn asked the Internal Auditor what her role entailed. Clerk advised that Internal Audit papers are presented to all members at the annual May meetings for perusal and approval. Chairman agreed to contact NALC regarding the use of the masculine language in the model Standing Orders for comment. No member seconded the proposal put forward. Proposal dismissed.
- f)** Street lighting maintenance and energy costs 2020-2021 noted.
- g)** Information Commissioner Office data certificate renewed – noted.
- h)** Face to face meetings information circulated and noted.

10/03/21 CORRESPONDENCE

The parish council had responded to the following consultations. Cllr Barratt gave the following update:

BDC review of parking charges – deferred to October for a decision, looking to retain 1 hour free parking and £1 per hour charges and retain charges to use against providing improved car parking space.

Parking on Sudbury Market Hill – agreed to move barriers in North Street by end of March and retain barriers on Market Hill. Two businesses had been keen to hold outside trading with seating.

Closure of Sudbury Community Access Point – STC contract for access centre to end 31st March 2021. The suggestion is for the access point to be held in Sudbury Library for 2 days a week. Cllr Barrett expressed her disappointment with this decision however it will be monitored to see if it meets the needs of the public.

Cllr Barrett held a telephone call with Cllr Fairbairn to discuss his concern that BDC lacked a good consultation process. Cllr Barrett has agreed to take the matter up with Cabinet members.

All the following correspondence has been circulated for information or follow up:
Babergh & Mid Suffolk District Councils – Leisure, Sport and Physical Activity Strategy
Briefing update on Babergh & Mid Suffolk Joint Local Plan
NALC Planning model design code
SALC Online Benchmarking Group

Cllr Barrett left the meeting at this point.

11/03/21 REPORTS.

Assets Report: Cllr Norton had circulated his report prior to the meeting. All assets in a satisfactory condition.

Bures Hamlet PC: Cllr Welch reported on the following: PC addressing parking at Bridge Street. A virtual meeting to be held with NEPP to gain advice. Yellow restriction line to be refreshed. Flooding issues continuing to be followed up with Highways and the Flood Agency. SWAS submitted for 2021/22 financial year. Garage site up for auction on 31st March. Parish grounds maintenance contract currently held with JPB Landscapes renewed for a further 3 year term.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Fortnightly brown bin collection arranged to minimise the green waste going in the trades waste. Luxstone Stonemasons has completed a full risk assessment of all memorials. Cemetery fees for burials and ashes interments waived during this difficult time. Laurel hedging along St Edmunds Lane boundary reduced. An Extraordinary meeting has been held to discuss the quotations for improving vehicular access. Members accepted JPB Landscapes quotation. Cllr Jackson noted that 2 residents had expressed their thanks at how well the cemetery is maintained.

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

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on 11th March. Skateboard ramp refurbishment in hand. Portaloo provision at the recreation ground agreed. Trampoline and fencing installed. Slabs laid at the side entrance. Tender from Tracy Saer to provide refreshments at the Nayland Road carpark accepted. Cllr Jackson congratulated Cllr Saer on her successful tender bid. Members investigating ways to generate income. Macmillan Mighty Hike confirmed for 31st July.

The revised Bures Joint Sportsground Committee Terms of Reference was presented to the parish council. To add Point 16 - Bures Joint Sportsground Committee is authorised to receive donations and fees for use of parts of the ground.

Cllr Fairbairn proposed that the Joint Sportsground Committee should present its set fees to the parish council for approval. No seconder. Proposal not carried.

Cllr Jackson proposed to add Point 16 as above. Seconded with proposal accepted by a majority vote.

Community Centre: Cllr McCrory had circulated a report from the Community Centre Management Committee meeting of 10th March. Electrical survey completed. Electrical works ready for new electric cooker to be installed. Main hall and Garrad Room to be painted. Fire safety checks being regularly done. Investigating a display cabinet for foyer. Preparing for the return of groups and face to face meetings.

Cllr McCrory remarked on the sad death of caretaker Kevin O'Grady. A great loss for the Community Centre Management Group.

Rights of Way: Cllr Aries had circulated her report prior to the virtual meeting and this has been placed on the parish council website. Items to note – ASB issues at Dead Lane Arger Fen reported. Concrete obstruction placed at the eastern end to deter motor vehicles from using the lane. SCC Access Team following up. Cllr Jackson expressed her thanks to Cllr Aries and team of volunteers for laying woodchippings on muddy sections of footpaths. It was agreed hold a small funding reserve to purchase a supply of woodchippings for the 2021 winter season.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. Ideas for a mural on the wall of the car park still being investigated. Virtual meetings being held with Greater Anglia and other station adopters. Direction sign to Bures Common to be installed.

Tree Warden: Ken Jackson had circulated his report prior to the virtual meeting. 3 sites confirmed for tree planting. 1) The boundary line between the school playing field and the new football club pitch. 2) Bures Common. 3) Along the hedgerow on the right entering into the Claypits Avenue estate.

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

Primary School: The Chair of Governors had circulated his March update and this has been placed on the parish council website. Thanks expressed to all those who donated to the school to raise funds for the laptop appeal. The donations received have enabled the school to purchase 12 laptops to assist children with their home learning. Two important areas of focus for the school are Children's Mental Health Week and Internet Safety Week.

Bures Common Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. First market of the year held this month although under Covid-19 regulations it could only be an Essential Retail Market. Trustees to meet in March to discuss use of the Common. Village organisations to be invited to hold coffee mornings as part of the parish councils Mental Health and Wellbeing project.

12/03/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

13/03/21 DATE OF NEXT MEETING

Thursday 20th May 2021 to be held either virtually or at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2021: Joint APM 26th April, 22nd July, 16th September, 18th November

The meeting closed at 9.43pm

Signed:

Chairman

Date