

**Minutes of Bures St Mary Annual Parish Council Meeting  
Thursday 16<sup>th</sup> May 2019 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, L Alston, J Aries, T Fairbairn, J McCrory,  
S Pentney, T Saer, R Warren, M Welch (BHPC), Cllr J Finch (SCC)  
**In the Chair:** Cllr Gill Jackson  
**Also Present:** Mrs J Wright (Clerk) plus 4 members of the public

**1/05/19 ELECTION OF CHAIRMAN**

It was resolved that Cllr Jackson be elected as Chairman and the Declaration of Acceptance of Office was duly signed.

**2/05/19 APOLOGIES FOR ABSENCE**

Apologies received from Cllr M Barrett (BDC).

**3/05/19 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office duly signed by those members elected to stand Office. Consent forms to receive electronic summons duly signed.

**4/05/19 CO-OPTION OF NEW MEMBER**

Following the recent elections it was noted that one vacancy still remained to be filled by Co-option. No interests had been received to date. The vacancy to be duly advertised following the 24<sup>th</sup> June if no interests had been put forward for consideration.

**5/05/19 ELECTION OF OTHER OFFICERS**

Cllr Aries nominated as Vice-chair and she duly accepted.

Cemetery Authority: Cllrs Aries, Alston and McCrory.

Sportsground Committee: Cllrs Jackson, Saer, Pentney and Warren.

Community Centre: Cllr McCrory.

SALC: It was agreed that members would attend meetings of individual interest when available to attend.

Tree Warden: Mr K Jackson.

Parish Rights of Way: Cllr Aries.

First Aid Officer: Cllr McCrory.

Planning Committee: All members.

**Appointment of other responsibilities:**

Health: Cllr McCrory, Legal: Chairman and Clerk, Primary School: Cllr Fairbairn,

Emergency Co-ordinator: Clerk.

**Joint Working Parties:**

Highways and Parking: Cllrs Jackson, Aries, Fairbairn and the Clerk.

Retail: Cllrs McCrory, Saer, Warren and the Clerk.

Street Lighting: Cllrs Saer and McCrory.

## **6/05/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

The Clerk advised all members that their Register of Members' Interests must be completed and returned to the Monitoring Officer at BDC by 1<sup>st</sup> June and all members were responsible for their disclosures. All completed registers would be available to view on both BDC and Parish websites. BSMPC approved Code of Conduct was circulated to all members.

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting.

Flow chart for declaring interests had been circulated to all members.

## **7/05/19 MINUTES**

Minutes of the Parish Council Meeting of 14<sup>th</sup> March 2019, the Joint Annual Parish Meeting of 18<sup>th</sup> March 2019 and the Joint Planning Committee meeting of 8<sup>th</sup> April 2019 (previously circulated) were all approved and duly signed as a correct records.

## **8/05/19 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 4 members of the public present.

Mrs Rutt raised her concerns regarding speeding traffic and the need for further warning signs along the C733 Assington Road, Dorking Tye to Bures St Mary. She had circulated a letter outlining the issues to members and to SCC Highway Department. Cllr Finch agreed to recommend a speed review of the C733 to gain evidence of the need for further traffic calming measures. The matter would also be referred to the Joint Parish Highways & Parking Working Party to progress.

There were no other matters raised by members of the public at this point in the meeting.

Cllr Finch had circulated his report prior to the meeting. He highlighted on the following: Suffolk's new school travel policy being implemented in September. This new policy assesses a child's eligibility for SCC funded school travel to their nearest suitable school. Suffolk Domestic Abuse Champions Network initiative. Fostering and Adoption 'Drop In' sessions – Bures 'Drop In' to be held on 24<sup>th</sup> June at the Community Centre.

## **9/05/19 POLICE**

All police reports and police meeting dates circulated and available via the Suffolk Police website. No particular matters raised with the Suffolk Police Liaison Officer for reporting.

BDC Member's Briefing on County Lines drugs delivery out of areas – circulated and noted. County Lines training opportunity available for members in August. Essex Community Team scheduled to attend various village events during the year.

## **10/05/19 HIGHWAY MATTERS**

- a) Bures Bridge closure – works by Suffolk Highways to waterproof Bures Bridge were planned to be undertaken between 29<sup>th</sup> July and 23<sup>rd</sup> August this year. The bridge to be closed to vehicles, but pedestrian/cyclist access would be maintained. Members stressed that good diversion signage for vehicles was extremely important owing to issues with recent local area road closures. Cllr Finch circulated the forward notice on the closure to all those present and had submitted the article to the parish magazine editor for inclusion in the June and July editions.

- b) SCC Highways Community Self Help Launch – Cllr Aries and the Clerk had attended the Launch at Stowmarket on 15<sup>th</sup> May. Cllr Aries outlined the Launch proposals. Highways advised that no changes was envisaged in its current work pattern but was encouraging communities to enhance the work already undertaken by SCC. It was agreed to register to join the scheme and for the parish council to meet the costs to cover the 1 day training requirements for the parish contractor.
- c) C733 traffic calming measures – this matter had been discussed at Item 8 Public Forum. Cllr Finch following up. Members requested if the kerbing at Bures Green could be removed. Cllr Finch suggested that this would not be agreed however he would investigate. SCC Highways had received a request for double yellow lines at Cuckoo Hill, however costs for a TRO would fall to the parish council to obtain funding. It was agreed to inform SCC that this would not be feasible.
- d) Line painting – members queried why requests for line-painting at Cuckoo Hill junction and the disabled parking bay at Church Square had not been actioned whereas other areas not requested had been. Cllr Finch advised that works were actioned in order of need but assured members all requests would be followed up.
- e) St Edmunds Lane potholes – Cllr Finch confirmed repairs were on SCC Works Order.
- f) Sudbury Road hedge cutting – the Clerk had written to land owners whose boundaries stretched along the B1508 to cut back hedgerows under their responsibility. A good response received. However some sections still required attention. Clerk following up.
- g) The SCC Highways grass cutting 2019/20 had been circulated with improvements to the 2018 schedule highlighted.

Cllr Finch noted to members that he had been nominated for Chairman at the forthcoming SCC AGM and if appointed his chosen charity would be 'Suffolk Mind'.

**Cllr Finch left the meeting at this point.**

## **11/05/19 PLANNING**

- a) All applications received and comments made to date as per attached list.  
**Application DC/19/01547** No. 17 Friends Field CO8 5LH and  
**Application DC/19/0023** Windrush, Assington Road CO8 5JX both noted as Granted.
- b) Applications requiring consideration at this meeting:  
**Application DC/19/02191** No. 4 Friends Field CO8 5LH – erection of a single storey side extension – no objection  
**Application DC/19/01422** The Slaughterhouse and Land Adjacent Cuckoo Hill CO8 5JH – application under section 73 of the Town and Country Planning Act B/14/01103 without compliance with condition 2 (approved plans and documents) to allow amendments to plots 1 & 2 – the Chairman read out a draft response outlining objections to the application for submitting to BDC Case Officer. It was unanimously agreed to accept the proposed response. Further concerns raised to be submitted as a separate response.

### **Other planning matters for reporting on:**

**Appeal Notice APP/D3505/W/18/3215428** Cuckoo Hill site – the pending Appeal to be determined by an Open Public Inquiry with date and venue still to be agreed with the Inspector.

**Application for 5 No. Lawful Development Certificates** Cuckoo Hill site – all refused. Appeals submitted by Stemar Group for all plots with the exception of Plot 5

**Appeal Inquiry APP/Z1510/W/3207509** Land at Colchester Road, Bures Hamlet – the Appeal by Gladman Developments had been unsuccessful and the Planning Inspectorate's report had been circulated. The visual status of the land being the main reference by the Inspector for rejecting the Appeal.

**Land to rear of Cambridge Way** - Early 2018 Bures Transition Group had drafted a statement of aspirations for use of the land. Bures Common Land Trust was currently liaising with BDC Asset Management Team regarding lease terms with a view to managing the land on behalf of the village and the statement of aspirations had been redrafted and submitted to BDC Planning Department for consideration.

**Garage site:** Application No. 18/02253/OUT – permission had been granted and the site was now up for sale by Public Auction with a Guide Price of £450,000.

**The following Enforcement Cases were reported on:**

**Enforcement Case 17/00321/COU** Knowle House (formerly Chambers Bus Yard) – this case had been ongoing for several months resulting in the conclusion that a material change of use from Sui Generis to Class B1/B2 had occurred and therefore a breach in planning control. The following application had been received with a response due date of 6<sup>th</sup> June.

**Application No. DC/19/02345** Change of use from a mixed use of Residential & bus Depot/Workshop (Sui Generis Use) to Mixed Use of B1, B2, B8 uses (employment and Residential (Retrospective) – it was agreed for members to forward their comments to the Clerk for collating to enable an agreeable response to be submitted. Clerk to enquire into the lease term for the application site.

**Enforcement Case 18/00262/COU** Rainbow Field, Arger Fen Road – the Investigating Officer regularly visiting the site. Under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Officer to provide further updates as works progress. Clerk to follow up.

## **12/05/19 BURES PARISH ACTION PLAN**

a) **Working Parties:** The following three Joint Working Parties had been set up. However still to agree meeting dates with new members following the recent elections.

**Highways & Parking:** Matters for follow up - parking issues at Cuckoo Hill, further traffic calming along B1508, signage for key village amenities, parking issues at Station Hill and parking issues throughout village.

**Retail:** Matters being followed up – use of vacant premises in the village, in particular Bank House and to give support to businesses in the village.

**Street lighting:** To survey all street lights in the village to assess the need for extra lighting or lamp repairs.

b) **Parish magazine** - Cllr Jackson and the Clerk had met with the Editor to discuss issues arising from the request to publish the Action Plan Summary. It had been considered too lengthy for publication. The Editor had agreed to hold 1 free page a month for both parish councils to submit items of interest. The question of whether the parish magazine would be made available online was discussed but the PCC did not consider this feasible for the time being. Cllr Alston suggested the parish councils approach Nayland to consider its parish distribution of a 'Community Times'. Agreed to be an agenda item for the next parish council meeting.

### **13/05/19 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Speed Watch Scheme:** Further advice on volunteer training and costs of equipment was needed before the Speed Watch Team could operate on the approved sites in the parish. Cllr Aries would continue to follow up on a meeting with SCC Community SpeedWatch.

**b) Pikes Marsh estate:**

**BDC Lease** - BDC had confirmed that it was now in a position for the lease to be drawn up to transfer the play area to the parish council. Nothing further to report.

**S106 contributions** – the contributions had still not been released. Further S106 contributions confirmed as available for parish use. Project bids could also be made towards the SCC CIL contributions. To be followed up.

**Footpath and ditch** – the Clerk had agreed various grounds maintenance works with the parish contractor for the ditch and footpath to generally tidy the area. Some works remained outstanding. Clerk to follow up.

**c) Superfast Broadband:** Cllr Fairbairn continuing to follow up regarding limited internet service at various locations in the parish. He had been in contact with BT Openreach, but was investigating other Broadband providers for costings to bring fibre to the properties.

**d) Walks leaflet:** Grants had been received from both BDC and SCC Councillor's Awards towards the production of a joint parish walks leaflet. Designs and walk routes being followed up.

**e) Social Media:** Social Media was considered to be a good tool for extending the workings of the parish council out to the parish. BH Cllr Baker was placing items of interest from the Clerk onto the Beautiful Bures website. Cllr Warren agreed to look into the parish councils becoming members of the site to enable them to hold a site page.

**f) Member surgeries:** This was to be a joint initiative with BHPC. A surgery was scheduled for July 13<sup>th</sup> at Bures Common. Councillors to volunteer to attend.

**g) Re-print of riverside boards:** Clerk obtaining quotations to re-print the faded boards. Sponsors being investigated to cover costs.

**h) Data Protection:** Personal data held by the parish council to be collated as a requirement of the Data Protection Act. Ongoing. The ICO Certificate of Registration had been renewed.

**i) Joint Emergency Plan:** Ongoing with the Clerk and BDC.

**j) Records for storage:** Owing to Suffolk Record Office moving premises no further records could be submitted for safe storage until June 2020. Cllr Jackson agreed to hold all records until that date with a list to be held on file by the Clerk. Cllr McCrory offered a storage facility at the Community Centre. It was also suggested to have a display cupboard for memorabilia possibly in the Garrad Room.

**k) Waste issue at Fysh House Farm units:** Landowner following matter up with the Environmental Health Officer.

**l) Parish contractor works:** Works list circulated to members. (Attached).

### **14/05/19 FINANCE**

Business Access A/C balance: £16,875.94

Community A/C balance: £4,747.40 (when all cheques paid)

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

**b)** Bank reconciliation dated 3<sup>rd</sup> May 2019 – circulated, noted and attached.

Corresponding bank statements - circulated, noted and attached.

Duly signed by the Chairman and non-signatory member.

**c)** 2018/19 HMRC Clerk's salary and tax duly completed – noted.

**d)** National Employment Clerk's Salary Award implemented from 1<sup>st</sup> April – agreed

**e)** 2018/19 VAT claim submitted to HMRC – noted.

**f)** Computer pin code updated following change of BHPC Chairman – noted.

### **15/05/19 AUDIT MATTERS**

- a) The findings of the Review of the effectiveness of the system of internal control held on 3<sup>rd</sup> October 2018 were considered and accepted.
- b) The Internal Auditor's Report 2018/19 was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2018/19 was considered, approved by resolution and duly signed.
- d) The Annual Accounting Statement 2018/19 was considered, approved by resolution, duly signed and dated.
- e) The following were reviewed and duly adopted:
  - Standing Orders
  - Financial Regulations
  - Risk Assessments
  - Model Publication Scheme
  - Equality & Diversity Policy
  - Privacy Notice
  - Co-option Policy
- f) The following matters were considered and approved:
  - Carolyn Holbrook appointed as Internal Auditor for 2019/20 with fees to remain as previous year
  - Internal Audit Review Checklist date agreed for October
  - Approved accounts to be made available for sale for £5
  - Asset Register
  - Insurance Renewal Premium
  - Minor Works Preferred Builders list

### **16/05/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

All the following documentations have been circulated and noted:

LTN 8 Elections

EALC Legal Update Issues No. 12

### **17/05/19 CORRESPONDENCE**

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

Little Cornard NHP letter and questionnaire – Cllr Aries had responded as Parish Rights of Way Officer

SCC Babergh District Restrictions and Prohibitions on Parking Order 2019

Information on BDC CIL Bid round No. 3 May 2019

Came & Company Local Council Matters

Details of Merchant Navy Day 3<sup>rd</sup> September 2019

AONB April monthly update

Stour Valley Marathon – Sunday 2<sup>nd</sup> June

Details of 75<sup>th</sup> VE Day 8<sup>th</sup> May 2020

### **18/05/19 REPORTS.**

**Assets Report:** Cllr Aries reported all assets in a satisfactory condition. Some waste bins in need of emptying. It was agreed to leave the loose picket fence at the Kissing Gate as it is and to record as such in the minutes for future reference. Extra dog waste bin to be included on the Asset Register.

**Bures Hamlet PC:** Cllr Welch reported: The repair of the noisy manhole cover at Colchester Road had been referred to County Cllr Finch as ECC Highways continued to advise that this

did not meet the criteria for repair. Cllr Welch noted that he had been duly elected as Chairman and Cllr Mo Baker had been duly elected Vice-Chairman at the AGM on the 13<sup>th</sup> May.

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

**Cemetery:** No meeting since previous report.

**Sportsground:** Cllr Jackson reported: Tennis court surfacing had been deep cleaned. Pickleball courts installed and all lineage repainted. Roundabout project progressing.

**Community Centre:** Cllr McCrory had circulated her report prior to the meeting. Gas supply to cease and Garrad Room gas oven to be replaced with an electric oven. Soundproofing doors successful. Letting fees increased from 1<sup>st</sup> April. Lettings Secretary stepping down and adverts in hand for the post.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting.

She noted on the loose picket fence and this was referenced in her Asset Report. Several rotten finger posts had been replaced. One of the buttress steps on the footpath leading from Cuckoo Hill to Fysh House had rotted away. Parish contractor to be asked to repair.

**Transport:** A report from the Station Adopters had been circulated. Water supply had been installed and thanks expressed to all those involved. Group continuing to liaise with Greater Anglia for tree pruning and improvements to the waiting area. An information board being investigated.

**Tree Warden:** Ken Jackson had circulated his report. All trees along the footpath at Pikes Marsh playarea and to the rear of Beaumont Close had been inspected with no pruning necessary. He continued to monitor all hedgerows for dead elm and would remove as appropriate.

**SALC:** No parish council representative appointed for follow up on SALC matters. Cllr Fairbairn and Aries both agreed to attend a Councillor's Briefing at Lavenham in June.

**Primary School:** Cllr Fairbairn had circulated his report as Chair of Governors. Staff, parents and pupils had been encouraged to observe the School's Five Ways focus to make a real difference to their wellbeing. World Book Day had been successful. SCC is currently assessing the overall condition of the playground especially in respect of potential drainage shortcomings. The school children had been given the exciting opportunity to design the cover of the 2019 Bures Carnival Programme.

**Cllr Fairbairn left the meeting at this point.**

**Bures Common:** Markets continuing to be extremely popular. Market dates available online. Bures Open Gardens had held its lunches on the Common over the weekend attracting many visitors plus the Carnival Committee had held several of its week events on the Common and in the Barn.

## **19/05/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Cllr Fairbairn asked for the following to be considered: What inputs strategically does the parish council want to give in respect of its strategic inspiration for the primary school? Next Agenda Item – to follow up on Nayland and Wissington's 'Community Times'.

## **20/05/19 DATES FOR REPRESENTATIVES AT BHPC MEETINGS**

2019: 15<sup>th</sup> July – Cllr Alston, 16<sup>th</sup> September – Cllr Aries, 18<sup>th</sup> November – Cllr McCrory  
2020: 13<sup>th</sup> January – Cllr Pentney, 16<sup>th</sup> March – Cllr Saer, AGM 18<sup>th</sup> May – Cllr Jackson

**21/05/19 DATE OF NEXT MEETING**

Parish Council Meeting: Thursday 18<sup>th</sup> July 2019 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2019: 19<sup>th</sup> September, 21<sup>st</sup> November

2020: 16<sup>th</sup> January, 19<sup>th</sup> March, APM 23<sup>rd</sup> March,  
AGM 21<sup>st</sup> May, 23<sup>rd</sup> July

The meeting closed at 9.40pm.

Signed:

Chairman

Date