

**Minutes of Bures St Mary Annual Parish Council Meeting  
Thursday 19<sup>th</sup> May 2022 at Bures Community Centre,  
Nayland Road at 7.30pm**

**Present:** Cllrs J Aries, T Fairbairn, G Jackson J McCrory, L Norton,  
S Pentney, S Sills, T. Saer, R Shackell (BHPC), M Barrett (BDC).  
J Finch (SCC)  
**In the Chair:** Cllr J Aries  
**Also Present:** Mrs J Wright (Clerk)

**01/05/22 ELECTION OF CHAIR**

Cllr Aries duly elected as Chair.  
The Declaration of Acceptance of Office was duly signed.

**02/05/22 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Norton (work commitment).  
Apologies accepted by those members present.  
Cllr Fairbairn asked to leave the meeting at 9.00pm. Noted and accepted.  
Cllr Alston had resigned as a parish councillor prior to the meeting. His kind offer to continue to give advice on heritage matters is noted.  
Clerk to inform BDC and arrange for the vacancy to be duly advertised.

**03/05/22 ELECTION OF OTHER OFFICERS**

Cllr Fairbairn nominated as Vice-Chair and duly accepted.  
Cemetery Authority: Cllrs Aries, McCrory and Sills plus one vacancy.  
Sportsground Committee: Cllrs Jackson, Norton, Pentney and Saer  
Community Centre: Cllr McCrory  
SALC: Cllr Fairbairn.  
Tree Warden: Mr K Jackson  
Parish Rights of Way: Cllr Aries. Cllr Sills offered to take on this role and will liaise with Cllr Aries on this.  
Planning Committee: All members  
**Appointment of other responsibilities:**  
Health: Cllrs McCrory and Sills, Legal: Chairman and Clerk, Primary School: Cllr Fairbairn  
Emergency Co-ordinator: Clerk, First Aid Officer: Cllr McCrory.  
**Joint Working Parties:**  
Highways and Parking: Cllrs Aries, Fairbairn and Jackson.  
Street Lighting: Cllrs McCrory and Saer

**04/05/22 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.

**05/05/22 MINUTES**

Minutes of the Parish Council Meeting of 17<sup>th</sup> March 2022 and Extraordinary Meeting of 7<sup>th</sup> April 2022 (previously circulated) were both duly approved and signed as correct records.  
The Joint Annual Parish Meeting draft minutes of 31<sup>st</sup> March 2022 were received and noted (to be duly signed at the next APM 2023).

## **06/05/22 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

No members of the public present.

**a)** District Cllr Melanie Barrett had circulated her report prior to the meeting. Items for noting: Major upheaval at Babergh District Council with some Councillor's political allegiances changing dramatically. Councillors in the Conservative group had been divided over the proposal to reduce free parking. These divisions escalated last month resulting in 4 Councillors leaving the group to form their own breakaway group. Weed spraying and sweeping: SCC will spray all adopted highway kerbs and footways, which is the vast majority across the District, the exceptions will be any unadopted kerbed roads and footway which are private or Babergh owned. Any complaints of weeds in kerbs and footways to be sent to Cllr Barrett for her to follow up. Babergh DC carry out weed spraying on sites that they own which would include kerb lines and footways within the areas, along with grass mowing and shrubby areas. Historically weed spraying was carried out 3 times a year by SCC, but cuts reduced it down, plus through biodiversity policy Glyphosate based chemicals are no longer used in weed control hence is less affective in killing weeds. A Parking Strategy consultation across the whole district being undertaken to assess street and verge parking.

**Cllr Barrett reported on the following agenda items:**

**10 (b) Garage sites:** Officers had met with parish council members first at Claypits Avenue before walking round to Tawneys Ride to discuss both garage sites and how they could be repurposed for the benefit of the area, whether that be housing or school playground. Ownership of each garage being established. Tawneys Ride garage site has been identified for possible redevelopment. Resident parking for both estates identified as an issue and BDC looking to include this within any future schemes for the garage sites.

**10 (d) Seasonal Rangers:** The AONB has agreed to underwrite cost for 2 rangers to cover the areas as per the 2021 season. The rangers will partly liaise with the youth as a friendly adult presence plus engage in litterpick duties but with no formal powers. They will report any issues to the police and the parish councils.

**b)** County Cllr James Finch to forward his report to the Clerk following the meeting. He agreed to remain in attendance to report on any Highway matters on the agenda.

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

## **07/05/22 POLICE**

**a) Matters raised with Community Policing Teams:** Youngsters continuing to arrive by train from both Sudbury and Marks Tey directions to use the recreation ground facilities during good weather. However over the last couple of weekends vandalism at the recreation ground, Bures Station and private properties along route has required a greater need for police presence in the village. Essex police extremely efficient in offering advice to the local retailer regarding protecting staff against crime. Essex Rural Engagement Team invited to attend the Bures Saturday Markets.

**b) BSM Speed Watch:** Cllr Aries gave the following report – 2 to 3 sessions operating each week. It has been evidenced that when Speedwatch in action then drivers do reduce their speed. More team members always needed. Advertising in the parish magazine and on facebook in hand.

**c) Newsletters:** All police newsletters and information circulated as received and are available via the Suffolk and Essex Police websites and the parish council website.

### **08/05/22 HIGHWAY MATTERS**

**a) Drainage/pothole issues on B1508:** Works satisfactorily completed.

**b) St Edmunds Lane:** No visible water leakage at the moment but continuing to monitor. A spring identified as the probable cause. Highways to look at digging out and diverting in the autumn.

**c) Suffolk Lorry Route Map review:** 3 locations identified having issues with HGVs – Bridge Street/High Street corner, Nayland Road corner and the High Street. Locations submitted online. Outcome of the Review scheduled for end of July.

**d) 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 Aries has forwarded the cutting schedule to Cllr Finch for follow up with Officers. Ongoing matter.

**e) Quiet Lanes Suffolk:** Cllr Aries gave the following report: As far as the QLS Admin Team understand, all Wave 3 lanes have passed through the consultation process without any significant objections. Suffolk Highways are in the process of finalising their report to the SCC cabinet member for Transport who will sign the legal designation notices on behalf of SCC. Once that report is approved, the designation notices can then be legally signed off and brought into force. Preparing this report does take some time because it needs to include such things as a summary of responses received from the consultation process, draft designation notices, maps etc for nearly 100 Individual lanes.

In parallel with this SHA design engineers are making good progress down the list of Wave 3 parishes with regard to creating the work packs for signage. The parish contractor and Tree Warden are both legally covered to install signage.

A further update for Wave 3 parishes will be provided once the QLS AdminTeam have received confirmation that the designation notices have been signed.

**f) Smallbridge broadband coverage:** Cllr Finch confirmed that works to improve the broadband connection at Smallbridge is scheduled for completion by the end of September. Cllr Finch to confirm which 8 – 9 properties this will relate to.

**g) Dropped kerb at Scout Hut:** Cllr Finch confirmed that the proud kerb would be repaired under the Local Highways budget.

**h) LED upgrade:** Cllr Finch confirmed that an order has been raised to replace the recently removed unit outside No. 1 Friends Field which had been deemed structurally unsafe.

**i) Extended bus parking issues:** The developer of the former Chambers bus depot has suggested relocating both existing bus stops on Bridge Street to accommodate changes to the Highway. Currently bus drivers often extend bus parking time to include refreshment breaks and change overs. SCC Passenger Transport and Go-East Anglia are exploring a suggestion to relocate the extended bus stop times to the Essex side of the village.

Cllr Shackell agreed to put forward this suggestion to the BHPC meeting on the 23<sup>rd</sup> May.

**j) Retaining wall:** Cllr Finch agreed to follow up with the owners of Byron House, St Edmunds Lane regarding the need for a retaining wall.

### **9/05/22 NATIONAL GRID BRAMFORD TO TWINSTEAD**

National Grid maintaining regular consultation with the parish council. Archaeological and engineering surveys taking place in the local area. Bramford to Twinstead reinforcement statutory consultation now closed. A joint response to the consultation with 5 neighbouring parishes has been submitted with the emphasis on undergrounding. Further consultations to follow. NG hoping to commence construction in 2024.

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

### **10/05/22 MATTERS ARISING FROM PREVIOUS MINUTES**

#### **a) Pikes Marsh:**

- 1) Land transfer signed and sealed with copies held by the Clerk and BDC Asset Management.
- 2) Ditch area – It is agreed to tidy the area and improve the walkboards which have become very rickety and of concern.
- 3) Garden shrub area – agreed to include this area in the parish contractor’s contract of works.

#### **b) Update on garage use:** Refer to agenda Item 6.

**c) Queen’s Platinum Jubilee:** An event at the community centre and on the recreation ground planned for Thursday 2<sup>nd</sup> June. Activities to include refreshment stalls, fire display, firework display and children’s workshops and games. Glassware and commemorative mugs will be on sale. Street parties encouraged for the following Sunday. Costs and risk management via BSMPC. A Just Giving page set up to raise donations for the event. A risk assessment forwarded to Aviva Insurance. Flag poles to be erected along the roadbridge Clerk to gain permission from SCC.

#### **d) Seasonal Rangers:** Refer to Agenda Item 6.

**e) Parish Contractor works:** Works list circulated to members. It is agreed to instruct N Norton to lay aggregate at Wharf Lane to improve the surfacing at a cost of £80.

#### **f) Off road parking solutions:** Refer to Agenda Item 5.

**g) Joint parish council magazine:** It is agreed to defer this matter until after the licencing of the new incumbent.

### **11/05/22 JOINT BURES NEIGHBOURHOOD PLAN**

#### **a) NHP update:**

- 1) **Advertising:** Two Community engagement events held on the 9<sup>th</sup> and 10<sup>th</sup> April. Further engagement events scheduled to be held over Bures Music Festival week.
- 2) **Website:** A NHP website now up and running. Need to encourage residents to use the site.
- 3) **Parish Online/ Dropbox:** Parish Online package available FOC via BHIB Insurers. All groups can have access to it and create layers to the map relating to their individual work. Dropbox has been set up for the parish councils, committees and NHP Group. Admin access to be restricted. 4 licences applied for at a cost of £120 each.
- 4) **Housing Needs Survey:** RCCE assessing HNS results. Final report to be circulated when received.
- 5) **Steering Group:** Steering Group minutes dated 12<sup>th</sup> April and 10<sup>th</sup> May accepted by the parish council. Wider Group minutes of the 22<sup>nd</sup> March also accepted. Next Wider Steering Group meeting scheduled for 24<sup>th</sup> May.
- 6) **Spending Plan:** The NHP accounts running via BHPC accounts. An Expression of Interest for a 2<sup>nd</sup> grant submitted. If accepted then grant application to be completed online.

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

### **12/05/22 Joint Parish Plan 2021-22:**

**a) Bures in Bloom:** Planters in place and filled with soil and compost ready for planting. Maintenance cost - £150. This cost agreed to be shared between the two parish councils and the Sportsground Committee. Planters positioned at Claypits corner, Doctors surgery, Bridge Street bus stop, Friends Field corner, Sudbury Road Threeways corner, Millennium

bridge footpath, Colchester Road and Normandie Way junction. The bed around the Hamlet village sign and around the tree at the Community Centre to also be included in the scheme.

**b) Bures Climate Change:** Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme. First round heavily oversubscribed and the application delayed to second round of bids. LTN89 Sustainable Energy and Electric Vehicle Charging information circulated. Webinar hosted by South East New Energy scheduled for 16<sup>th</sup> June for groups that want to address the climate emergency.

**c) Suffolk Community Foundation Grant:** 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 Bures GNS now set up and grant fund to be transferred from BSMPC.

**d) Joint Heath & Wellbeing plan:** Plan being followed up jointly with BSMPC. Suggestions for Dementia and Health & Wellbeing events being investigated. Grants for cycle racks also being investigated. Virtual meeting with interested parties in hand. A Loneliness Roadshow scheduled for June 16<sup>th</sup> at Bures Common.

### **13/05/22 PLANNING**

**a)** Applications received and comments made to date as per attached list.

**b)** Applications requiring consideration at the meeting:

DC/22/02562 Highfields Farm, Arger Fen CO8 5AQ – members agreed to object on the grounds that Highfields Farm lies on the boundary line of the current Dedham Vale AONB and the proposed development is via Dead Lane which is BWY15 within the AONB. The Chair to draft a response to circulate to members for approval.

**c) Chambers bus depot site:** The parish council has strongly objected to Application No. DC/22/00754 on highway safety grounds and loss of parking. The developer is currently considering all comments raised and liaising with BDC for a more acceptable highway design. The parish council has submitted a Freedom of Information request asking for sight of the pre-application advice given to the developer, specifically regarding Highway proposals and parking.

**d) Plots 5 & 6 Cuckoo Hill:** The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. An Application for Discharge of Conditions for DC/21/00745 Condition 9 (Monitoring Inspection Protocol) approved by BDC. Flooding issues continue to be reported to Officers by neighbouring properties. Work commenced on site on March 11<sup>th</sup> and BDC Officers have confirmed that work is progressing ahead of the planned schedule.

**e) Other planning matters for reporting on:**

**Jubilee Grove:** Land transfer progressing with Braintree DC. BCLT has agreed to meet the costs of a new entrance gate. The redrafted maintenance agreement has been accepted by the two parties BHPC (owner) and BSMPC whose residents will share enjoyment of the land as well. Volunteers from Bures Transition Group will help to maintain the land. In December BHPC and BSMPC will meet to discuss a work plan and costs budget for the following season. When land transfer finalised, Jubilee Grove will become a BHPC asset and BHIB Insurers to be duly notified and volunteer cover arranged.

**Bank House:** The parish council has made no objection to planning application No. DC/22/00194 for an extension and refurbishment to form a coffee shop and habitable dwelling. Still waiting on decision from BDC.

**Barns at Over Hall:** Heritage Officer still to visit site.

#### **14/05/22 AUDIT MATTERS**

- a) The findings of the Review of the effectiveness of the system of internal control held on 4<sup>th</sup> October 2021 were considered and accepted.
- b) The Internal Auditor's Report 2021/22 was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2021/22 was considered, approved by resolution and duly signed.
- d) The Annual Accounting Statement 2021/22 was considered, approved by resolution, duly signed and dated.
- e) The LGA Model Councillor Code of Conduct 2021 duly adopted
- f) The following policies were reviewed and duly adopted:
  - Standing Orders updated to reflect LTN 87 Procurement
  - Financial Regulations
  - Data Protection & Information Management
  - Risk Assessments
  - Publication Scheme
  - Complaints Procedure
  - Equality & Diversity
  - Privacy Notice
  - Co-option
  - Social Media
  - Social Media and Recording at meetings – draft in hand
  - Training
  - Donations & Grants
- g) The following matters were considered and approved;
  - Carolyn Holbrook appointed as Internal Auditor for 2022/23 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

#### **15/05/22 FINANCE MATTERS**

**Business Access A/C balance: £13,410.06**

**Community Account balance: £5,162.80 (when all cheques paid)**

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 15<sup>th</sup> May 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.
- c) Church Square telephone kiosk upgrade - the Clerk had circulated guidance from British Coating Federation for repainting kiosks housing defibrillators. Renovations are often undertaken by volunteers adhering to the guidance. Quotations have been sought from local tradesmen but none received to date. Clerk continuing to pursue.
- d) CIL allocation £7,826.93- the Clerk presented a suggested CIL allocation for use of the fund as shown on her Finance Report for the meeting. This was unanimously approved by all members present. Clerk to submit an Expression of Interest to the BDC CIL application round for a village gateway entrance at Highview, Sudbury Road.
- e) The revised Sportsground Committee Clerk's contract presented and approved.
- f) PWLB Outstanding Balance on Loan 31<sup>st</sup> March 2022 circulated.
- h) Policy for recording and social media at meetings being followed up jointly with BHPC.

## 16/05/22 CORRESPONDENCE

All the following correspondence has been circulated for information or follow up:  
Notification of SLHC Recorder Scheme and Gillian Chapman appointed as the local Bures Recorder

Dedham Vale AONB and Stour Valley Forum 14<sup>th</sup> June 2022

Information on the Bures Basic Community Pop-up Shop – Cllr Saer reported that this monthly initiative is proving extremely successful

Notification of pending BDC Community Governance Review of Parishes

Planning Newsletter dated 6<sup>th</sup> May including advice on Protected Species and Ancient Woodlands

NALC LTN 89 Sustainable energy and Electric Vehicle Charging

NALC LTN 87 Procurement

The parish council responded to the NALC Smaller Councils survey with the following comments:

Could NALC provide an independent legal/planning advisor/advocate or set up some financial provision/ insurance that smaller councils could access for more challenging planning cases?

Could District Councils be asked to pay a Planning Fee to Parish Councils for each application made, paid annually in arrears perhaps, to help smaller parish councils afford and create a resource pool to pay for external advice.

## 17/05/22 REPORTS

**Assets Report:** Cllr Norton had circulated his report prior to the meeting. All assets in a satisfactory condition. Grass around the Kissing Gate needs strimming to ease access through.

**Bures Hamlet PC:** Cllr Shackell noted that the next parish council meeting is scheduled to be held this coming Monday. Therefore nothing further to report since the previous meeting.

**Cemetery:** Cllr Aries had circulated her report prior to the meeting. Still waiting on Suffolk Tree Services to carry out further tests and visual inspections at height on the Sequoia and Cedar. Releveling and returfing of some of the more recent burial plots has been put back due to the very dry spring. The approach drive in the new section has been widened. Wooden posts with a chain link installed to protect the more vulnerable graves. No further work scheduled as it is very unlikely that the funeral vehicles will be able to access the area due to insufficient space to manoeuvre a long-wheel based vehicle. Leylandii hedge to be cleared from the boundary with the wood yard later in the year. The Woodland Trust has agreed to supply native hedging free of charge in the autumn. Rear gate being considered to improve access to the new extension for the service vehicles.

**Sportsground:** Minutes of the Committee Meeting held on 12<sup>th</sup> May have been circulated to all members and placed on the parish council website. Use of grant for youth workers still being investigated. Issues with youth still raising concerns. All incidents to be reported to the police. Several events scheduled over the summer period – Bures Music Festival, Queens Platinum Jubilee, Macmillan Mighty Hike and RST Sudbury to the Sea. New Clerk/RFO in post – Sue Pownall.

**Community Centre:** Minutes of the Management Committee meeting held on the 11<sup>th</sup> May circulated to all members and held on file. AGM scheduled for 21<sup>st</sup> June.

**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: FP3 – following a complaint Cllr Aries has reported the cross-field section as not properly re-instated and concealed by crops – Ref 359184 and 361079. BWY 10 has seasonal problems with flooding. BWY 15 surface has been treated with planings by SCC to firm up plus vegetation cut back. Parish contractor has cut back overgrowth along FP14, 17 and 18. FP16 also strimmed by parish contractor. ‘Camber’ to be dug out to allow improved access for residents.

**Transport:** Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website.

Some working parties at the station garden weeding, deadheading, cutting back, and more recently, lifting the bulbs to make space for planting flowers to prepare for Open Gardens on 28th and 29th May. Work is currently in progress planting out the beds and tubs and aim is to increase the number of bee friendly plants. The Bee Friendly Trust in Soho has invited Bures to become a bee friendly village. The Headteacher at Bures Primary School is very keen for the children to embark on a project to paint pictures of flowers, wildlife and climate change. These will be scanned on to dibond then fixed to the fence alongside the path leading up to the ticket machine from the car park. The picture frames in the station waiting room which had the pictures stolen have been replaced with photographs of trains on the Gainsborough Line which were taken and donated by a local photographer Eve Scott in support of Essex Air Ambulance. There is a need to replace the wire fence along the platform and path leading to the car park.

**Tree Warden:** Ken Jackson had circulated the following report: Approval has been granted for the removal of a tree from No.5 Croftside. The beech tree had outgrown its location and will be replaced by something more in keeping.

Most of the trees in the new Community Woodland appear to be surviving in spite of the very dry weather. The mulch kindly donated by Richard Fordham Tree Surgeons is no doubt helping. We are still awaiting the paths to be levelled and seeded, and a new gate installed. The Bures Transition Woodland off Claypits is looking beautiful at the moment, well worth a quiet wander around.

The Environment Group for the Neighbourhood Plan are investigating wildlife corridors within the village envelope, hoping to achieve more links.

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

**Primary School:** Cllr Fairbairn, Chair of School Governors circulated a May update and this has been published on the parish council website. Class newsletters are available via the school website under Curriculum – <http://www.bures.suffolk.sch.uk/classes/>

Thanks to all the parents and children who planted several hundred trees at Jubilee Grove, Cambridge Way. The school celebrated World Earth Day. Comic Relief Day raised £350.

**Bures Common Trust:** Gill Jackson, Secretary had circulated a report on behalf of the Trustees. Daffodils planted around the fence line as part of the Marie Curie appeal. Monthly markets resumed in March. Decorated May pole was set up for the May market with music and dancing. The Spring Art and Craft Fair very well attended. Lunches and programmes for the Open Gardens will be available on the Common.

## **18/05/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Clerk to check where to dispose of the old defibrillator battery and inform Cllr McCrory. It is noted that SCC has de-commissioned one lamppost in the carpark and one in Nayland Road.

## **19/05/22 DATE OF NEXT MEETING**

Parish Council Meeting: Thursday 28<sup>th</sup> July 2022 (moved from 21<sup>st</sup> July) to be held at Bures

Community Centre, Nayland Road at 7.30pm.

Future dates booked 2022: 22<sup>nd</sup> September, 17<sup>th</sup> November

Future dates booked 2023: 19<sup>th</sup> January, 23<sup>rd</sup> March, Joint APM – TBA, AGM 18<sup>th</sup> May'  
20<sup>th</sup> July, 21<sup>st</sup> September

The meeting closed at 10.00pm.

Signed:

Chairman

Date