

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 18<sup>th</sup> July 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, C Ellis (BHPC), Cllr J Finch (SCC),  
Cllr M Barrett (BDC)

**In the Chair:** Cllr Gill Jackson

**Also Present:** Mrs J Wright (Clerk) plus 6 members of the public

**1/07/19 APOLOGIES FOR ABSENCE**

No apologies received. The Chairman noted that Cllr Finch was expected to join members at the table later in the meeting.

**2/07/19 CO-OPTION**

One expression of interest had been received. Although not in attendance to confirm the interest it was agreed that Mrs Julie Brice should be co-opted onto the parish council at the meeting in September following her agreement to be so.

**3/07/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
Cllr Warren declared an interest in Item 6 (b) damage to garages and Item 7 (f) bunting.  
No dispensation requests were put forward.

**4/07/19 MINUTES**

Minutes of the Annual Parish Council Meeting of 16<sup>th</sup> May 2019, (previously circulated) were approved and duly signed as a correct record.

**5/07/19 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 6 members of the public present.

Mr Ward referred to Item 7 (c) on the Agenda. He stressed the urgent need for the footpath surfacing to be repaired and the provision of a light to be followed up. The Chairman advised that his request had been circulated to all members previously and would be duly discussed at the appropriate point on the agenda.

Mrs Frewin thanked the parish council for its continued support and good communication regarding the Cuckoo Hill site issues. Mr Butcher suggested the parish council should request BDC to delay its decision of the 3 new planning applications submitted by the developer until the pending Public Inquiry.

**6/07/19 POLICE**

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

**b)** Numerous ASB incidents had been reported to both Suffolk and Essex Police over the summer months with the majority of incidents occurring on a Friday evening and over the weekends at the recreation ground. Cllr Ellis noted on the impact for residents living in the vicinity of the railway station when the youths were returning home. The Chairman

suggested that residents are encouraged to use the sportsground facilities during the problem times to deter the youngsters. Cllr Saer to contact the Football Club with a view to opening up the club house to make refreshments available at suitable times. Damage to the Tawneys Ride garage roofs had also been reported. The Clerk to liaise with the BMF Security Team and the Sudbury Community Wardens for advice on managing the issues.

c) Both Suffolk and Essex Community Policing Teams regularly patrolling the village. They had also attended the BMF event and the monthly Markets.

## **7/07/19 HIGHWAY MATTERS**

- a) SCC Highways Community Self Help Launch – the Clerk and the parish contractor had both completed and signed the necessary consent forms. These had been returned to SCC for verification and approval. Ken Jackson had attended the Community Volunteer training event. The parish contractor to attend the next available event. For any work undertaken by the parish council within a designated 40mph speed limit, a Traffic Management Provider must be hired.
- b) C733 traffic calming measures – agreed to refer back to this agenda item when Cllr Finch was at the table. Matter to be included on the Joint Parish Highways and Parking Working Party agenda.
- c) Footpath from Nayland Road to Pikes Marsh – a letter from Mr Ward had been circulated for discussion. The footpath remained under a 3 party ownership. Clerk to investigate if all parties would be happy for the parish council to follow up on a proposal for SCC Highways to adopt the footpath and secure future maintenance. Mr Ward subsequently put forward an offer to install a sensor light to improve lighting along the footpath and asked if costs could be offset by the parish council. This was not agreed.
- d) School Keep Clear Roadmarkings – Suffolk Highways had applied to the Department of Transport for approval to introduce Civil Parking Enforcement across Suffolk. TROs being introduced for school entrance markings to make it an offence to stop on them effective Monday to Friday between 8.00am and 4.30pm.
- e) B1508 roadbridge - the intended closure of the B1508 road bridge in July/August had been postponed indefinitely owing to the reduction in the ECC Structure Teams budget. The design of the waterproofing works had been completed and therefore works could be programmed into the next financial year if affordable.
- f) Bunting and Christmas lights – SCC Highways Structure Team had given approval for the carnival bunting to be placed along the B1508 roadbridge railings. Clerk to also gain approval for the Christmas lighting poles.
- g) Line painting – all requests for line painting on SCC Works Order.
- h) St Edmunds Lane potholes – repairs on SCC Works Order.

## **8/07/19 PLANNING**

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting:
  - Householder application DC/19/0393** Bay Tree House, High Street CO8 5JG – erection of a garden store and rebuilding of boundary wall – no objections put forward.
  - Application for Listed Building Consent DC/19/0394** Bay Tree House, High Street CO8 5JG – as above – no objections put forward.
  - Application DC/19/01422** The Slaughterhouse and Land Adjacent Cuckoo Hill CO8 5JH – retention as built and completion of 2 no. two storey dwellings with amendments to plots 1 and 2 comprising change in siting, site levels, ridge and eaves

height and fenestration – the Chairman's drafted objection response was agreed subject to members additional comments to be included.

**Application DC/19/01427** The Slaughterhouse and Land Adjacent Cuckoo Hill CO8 5JH – retention as built and completion of 1 no. two storey dwellings with amendments to plot 3 comprising change in site levels, ridge and eaves height and fenestration – the Chairman's drafted objection response was agreed subject to members additional comments to be included.

**Application DC/19/01428** The Slaughterhouse and Land Adjacent Cuckoo Hill CO8 5JH – retention as built and completion of 1 no. two storey dwellings with amendments to plot 4 comprising change in site levels, ridge and eaves height and fenestration – the Chairman's drafted objection response was agreed subject to members additional comments to be included.

### **Cllr Finch joined the meeting at this point.**

Cllr Finch confirmed that a BDC Planning Committee site meeting had been arranged for 31<sup>st</sup> July at Cuckoo Hill. Applications DC/19/01422/01427/ 01428 to be on the agenda. Cllr Barrett suggested that residents should consider it not appropriate to attend the meeting on this occasion. However Cllr Jackson suggested that residents should attend as a silent protest to the applications. Cllr Jackson subsequently thanked all parish council members for their input into preparing the responses for the 3 applications which would be duly submitted online to BDC Planning Department.

### **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.

**Land to rear of Cambridge Way** - Bures Common Land Trust was liaising with BDC Asset Management Team regarding lease terms with a view to managing the land on behalf of the village. However BDC had confirmed that it was still waiting on the current leaseholder to advise if he wished to renew for a further 3 years.

**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.

**Land to rear of Parsonage Hill:** Application No. 18/02201/REM – revised plans submitted for a mix of 9 dwellings – applicant continuing to liaise with BDC Planning Department to gain approval for development of the site.

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

**Enforcement Case 17/00321/COU** Knowle House (formerly Chambers Bus Yard) – a retrospective planning application had been submitted for change of use to Mixed Use of B1, B2, B8 uses (Employment and Residential). Objections raised by the parish council.

Cllr Barrett advised that she had met with the applicant and Case Officers to gain a better understanding of the issues. A new acoustic test to be undertaken resulting in a delay of any decision on the case. The Chairman asked Mr Belcher if he wished to respond to Cllr Barrett. He stated his disappointment that a further noise test was to be taken and considered that a B2 business should not be situated in the centre of the village. Cllr Saer asked if a bus company would be allowed to operate again on the site. The Chairman considered this to be highly unlikely owing to changes in regulations.

**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. Ongoing.

**The Chairman agreed at this point to refer back to Agenda Item 7 and those Highway matters requiring an input from Cllr Finch.**

**Item b)** Cllr Finch advised that the C733 was within an area of open countryside and therefore may not meet the required criteria. However he had referred the location for monitoring to gain evidence of speed.

**Item c)** Cllr Finch suggested the Clerk should contact Richard Webster to discuss adoption of any additional lighting the parish council may consider installing along the footpath.

Cllr Finch had circulated his report prior to the meeting. He highlighted on the following: Suffolk's Health and Wellbeing Board committed to tackling poor mental health in the district. His support to the Charity Suffolk Mind through the sponsored walks along the Stour Valley Path.

Cllr Finch and Cllr Barrett agreed to follow up with Cllr Fairbairn on the matter of an extra play area for the primary school.

**At this point both Cllr Finch and Cllr Barrett left the meeting.**

### **9/07/19 BURES PARISH ACTION PLAN**

**a) Working Parties:** The following three Joint Working Parties had been set up.

**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. WP to meet on 6<sup>th</sup> August.

**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. Clerk to ask BHPC for Councillor support to this WP.

### **10/07/19 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Speed Watch Scheme:** Cllr Aries reported that she had received volunteer application forms, scheme briefing notes and confirmation of the agreed 3 sites to operate from. However the parish council was required to purchase the equipment – cost £1,200. She would continue to advertise for volunteers and to follow up on possible parish share of equipment.

**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 still to be released. Further S106 contributions confirmed as available for parish use. Project bids could also be made towards the SCC CIL contributions. Clerk following up.

**Footpath and ditch** – Parish Contractor advised that he had outstanding works in hand.

**c) Superfast Broadband:** Cllr Fairbairn continuing to follow up regarding limited internet service at various locations in the parish. A signed contract with BT Openreach was required for each location which was proving an issue. Matter ongoing.

**d) Walks leaflet:** Both BDC and SCC Councillor Award grant applications for printing costs had been successful. Cllr Aries currently preparing details of an Essex walk and a Suffolk walk for inclusion in a leaflet. She was also considering revamping the original walks booklet created by the late Stewart Malcolm. Sponsorship to be sought if required to cover any additional costs.

**e) Social Media:** Social Media was considered to be a good communication tool. Cllr Baker and the Clerk currently using the Beautiful Bures website for matters of interest. A parish council facebook page being investigated.

**f) Snippet page:** The monthly page in the parish magazine was proving successful. It was agreed to investigate producing a parish council magazine similar to the Nayland & Wissington Community Times.

**g) Member surgeries:** The surgery held at the recent Bures Market was well received by residents. Cllr Aries and Raymond had attended and recorded concerns raised with them and would follow up as appropriate. The Clerk agreed to attend the next surgery in August and promote awareness of NHW and fraudulent scams.

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

**h) Riverside information boards:** A quotation from Spingold for the printing and installation of 3 signs £290 + VAT plus additional cost for artwork had been accepted. Costs to be met by both BHPC and BSMPC.

**i) Waste issue at Fysh House Farm:** Landowner had been successful in resolving this issue.

**j) Data Protection:** Ongoing matter. Agreed to remove from future agendas.

**k) Emergency Plan:** The Chairman thanked Mr Underwood for his past input and the Clerk to continue updating the plan via the District Councils.

**l) Parish contractor works:** Works list circulated to members. (Attached). Highway works training and weed spray certification both in hand for the parish contractor.

## **11/07/19 FINANCE**

Business Access A/C balance: £16,877.93

Community A/C balance: £1,725.50 (when all cheques paid)

- a)** Finance & Budget Monitoring Report – circulated, noted and attached.
- b)** Bank reconciliation dated 12<sup>th</sup> July 2019 – circulated, noted and attached.  
Corresponding bank statements - circulated, noted and attached.  
Duly signed by the Chairman and non-signatory member.
- c)** Request for contribution to costs of sensor light provision considered – not agreed.
- d)** To consider the appointment of Assistant Clerk to the Sportsground Committee. The Committee's response to this request was agreed acceptable by members with the post duly advertised.
- e)** To consider a Policy for Donation & Grant requests. The need for a policy had been suggested at a recent BDC Councillor's Briefing event. It was agreed to draft a policy for consideration at the next parish council meeting.

## **12/07/19 AUDIT MATTERS**

**a)** Still waiting on External Auditors approval of 2018/19 accounting statements – noted.

**b)** Internal Audit Review meeting to be held on 28<sup>th</sup> October, 6pm – Cllr Pentney agreed to attend in place of Cllr Saer who had recently been appointed as a Bank Signatory. Cllr McCrory, Clerk and Internal Auditor to also attend.

## **13/07/19 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES**

All the following documentations have been circulated and noted:

Website Accessibility requirements and compliance – Clerk following up

ICO Information on Data Protection Fees and Individual Councillor responsibility

EALC Legal Newsletter Issue No. 16 July 2019

PR1-19 Protecting and enhancing England's trees and woodlands

The Tree and Woodland Charter

## 14/07/19 CORRESPONDENCE

All the following correspondence has been circulated for information and follow up:  
Suffolk Passenger Transport information on SCC decision to no longer update roadside bus timetable cards – 3 options considered and members agreed to proceed with Option 3  
SCC to continue production of timetables at a cost to the parish of £15 per change  
SCC Consultation on the Green Access Strategy – Rights of Way Improvement Plan via [www.suffolk.gov.uk/rowip](http://www.suffolk.gov.uk/rowip)  
SALC Community Awards – deadline 21<sup>st</sup> July – an application to be submitted  
Babergh & Mid Suffolk Joint Local Plan – Full Council Draft July 2019 Preferred Options - for consultation  
BDC Household Waste Calendar changes – BSMPC now Mondays  
Letter from J S Wright & Sons Ltd re Willow plantation – response sent - noted  
AONB Monthly Update June 2019  
Details of the SCC Ipswich Northern Route Consultation

## 15/07/19 REPORTS.

**Assets Report:** Cllr McCrory reported all assets in a satisfactory condition.

**Bures Hamlet PC:** Cllr Ellis circulated her report to members: Items for noting – carpark charges at the station, advertising board at station installed within the Conservation Area, several ROW issues being investigated by the Parish ROW Officer, concerns raised regarding ASB in the village and also unregulated camping at the recreation ground.

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

**Sportsground:** Cllr Jackson reported: New roundabout installed and successfully received by the children. Noah's Ark applying for a grant to SCC to make improvements to its outside play area. Investigating costs to fence off the main children's play area. Youth issues being followed up with Community Policing Teams.

**Community Centre:** Cllr McCrory reported: New Letting Secretary now in post. Online bookings available as well as telephone bookings. New caretaker also now in post. The Management Group had advised Cllr McCrory that she should no longer be the BSMPC representative owing to her appointment as Chairman of the Group. She would follow up on this and report back at the next parish council meeting.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting. Agreed for the parish contractor to trim the nettles at FP16 to the rear of the cemetery. Leaning willow at FP11 referred to Tree Warden for his advice. A warning sign to remind dog owners to clear up after their dogs to be installed on the track leading to Daisy's Wood at the request of the Primary School.

**Transport:** A report from the Station Adopters had been circulated. Greater Anglia agreed to consider painting the waiting room, to trim the tree branches, to replace fencing and update the noticeboards. The recent Music Train promoting travel on the line was a great success. A NCP carpark ticket machine installed with a flat rate charge of £3 for the day.

**Tree Warden:** Ken Jackson had circulated his report. He had attended a one day SCC Safety training day for the Highways Self Help Scheme. More evidence of Ash Die-back in the village.

**SALC:** No parish council representative appointed for follow up on SALC matters.

Cllr Fairbairn and Aries had attended the Councillor's Briefing at Lavenham in June.

**Primary School:** Cllr Fairbairn had circulated his report as Chair of Governors. A Walk to School event had been enthusiastically supported. The Science and Technology week was a huge success. Year 6 enjoyed a residential at Rockley Point in Dorset. Dennis Ambrose and Gay Sayles had provided funding for the school to adopt a Suffolk Punch Horse and become members of the Suffolk Horse Society.

**Bures Common Trust:** Cllr Jackson had circulated her report prior to the meeting: Markets continuing to be extremely well supported despite difficult weather conditions during the year. The APM of the Trust had been held at the June Market. Suffolk Day and the Carnival Gin Experience events had been held on the Common.

**16/07/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

None put forward.

**17/07/19 DATE OF NEXT MEETING**

Parish Council Meeting: Thursday 19<sup>th</sup> September 2019 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2019: 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 10.00pm.

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Signed:

Chairman

Date