

Minutes of Bures Hamlet Parish Council Meeting
Monday, 18th July 2022
held at Bures Community Centre at 7.30pm

Present: Cllrs C Ellis, K McAndrew, D Monk, B Raymond, R Shackell,
M Welch, J McCrory (BSMPC) J Aries (Parish ROW Officer),
Cllr Schwier (ECC)
In the Chair: Cllr R Shackell
Also Present: Mrs J Wright (Clerk)

01/07/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr Baker (holiday). Apologies accepted by all those present.
Apologies also received from Cllr Scattergood (BDC)..

02/07/22 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.

03/07/22 MINUTES

Minutes of the Parish Council Meeting of 23rd May 2022 (previously circulated) were duly approved and signed as a correct record.

04/07/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

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

County Councillor: Cllr Schwier in attendance and gave the following report: Scooter trials in the town centres not proving hugely successful. Trialing again in Braintree town centre. LED replacement programme on target for the county. A new ECC household waste strategy is in the early stages of implementation. Facilities in place across the District to support Ukraine refugees. ECC pushing for all rural properties to receive good broadband. Essex Tourism is a high priority for ECC with £750,000 support given.

Questions to Cllr Schwier: The Chair informed Cllr Schwier of the continuing ASB issues in the village and asked if he is aware of any Public Spaces Protection Orders (PSPO) in the District. Cllr Schwier was not aware of any and suggested the Chair forward the ASB details to him to discuss with the Police Crime Commissioner. Regarding the lack of communication from the Parish Paths Partnership Team he advised that new Officers are now in place. Cllr Aries to forward the parish council's request to join the scheme to Cllr Schwier for follow up. Cllr Ellis asked if BDC will implement a roadside glass collection service – to be included in the Waste Strategy and should be in place by 2025. Cllr Aries drew attention to the public waste issue for rural villages and suggested if removing waste bins and putting the onus on visitors to take their waste home was the solution. Cllr Schwier to feedback to the Waste Strategy team.

05/07/22 POLICE MATTERS

a) Issues raised with Community Policing Teams: ASB issues continue to escalate with Suffolk Police authorising a Section 35 Dispersal Order to run on a 48 hour rolling programme for the whole of Bures. Patrols from both Suffolk and Essex Police visiting the village daily. Schools have informed parents and the volume of youngsters is reducing. Members voted to implement a byelaw to ban alcohol with exemptions and glass bottles on the recreation ground. Cllr Aries to suggest this for the Common at the pending BCLT meeting. Cllr McCrory noted that the CCTV cameras do not cover the coronation shelter and skateboard area. It is suggested to request the SG Committee to consider moving a camera to that area. Cllr McCrory noted that the Community Policing Teams supported CCTV surveillance at the recreation ground. Essex Police has set up a collation of joint crime references to support future ASB reports. Members understood the implications of the railway station giving easy access to the recreation ground facilities. British Transport Police aware of the ASB. Good communication to be maintained with residents regarding the ASB follow up. Clerk continuing to follow up on use of the PCC Fund grant.

b) Speedwatch: Cllr Aries advised that SpeedWatch is temporarily on hold and will recommence again in September. More team members always needed. Advertising in the parish magazine and on facebook in hand.

06/07/22 HIGHWAY MATTERS

a) Local Highway Panel (LHP) requests:

1) Pedestrian crossing at Colchester Road: Members agreed to continue with progressing an LHP request for a crossing. Further evidence required to support the request. Chair agreed to follow up.

2) Safety improvements at Mount Bures junction: Residents remain keen for the parish council to revisit the previously refused LHP request to improve safety at the junction. Traffic free route' sign to promote a safer walking route installed at the junction down to the Mill. Clerk to ask Cllr Schwier for a traffic survey to be repeated to provide up to date data along with a 40mph buffer zone from the junction into Bures Hamlet. Cllr Aries suggested the parish council could ask for incremental 30mph signs at 300m, 200m, and 100m on the approach to the 30mph entry in to the village as an alternative to the 40mph buffer zone.

3) Bus stop hardstanding at Mount Bures junction: Recommended for approval at an estimated cost of £6,000.

4) 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. Members agreed that this item should be removed from the September agenda if no evidence received.

5) 30mph extension for Lamarsh Hill: The draft application with the gained evidence has been submitted to the ECC Local Highway Panel following Cllr Schwier's approval. Cllr Schwier confirmed that the request has been passed to the Design Engineers for validation.

b) 20mph webinar: Cllr Aries and the Clerk to attend a webinar on 20s Plenty for rural parishes. Cllr Aries to look into a debate which states 20mph increases vehicle accidents in rural areas.

c) Station carpark: Cllr McAndrew advised members that the NHP Group is investigating a community use for the carpark. Chair to follow up with the NHP Group.

d) Station Hill tree root: Still waiting on second tree root to be treated when funding allows. Clerk to follow up with Cllr Schwier.

e) Bridge Street: Repainting of the yellow lines remains on the NEPP future works list.

07/07/22 PLANNING

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

b) Applications requiring consideration at this meeting:

DC/22/03544 Bures Cemetery – to fell 1 no. Sequoia and 1 no. Cedar – 2 further tree surgeons have inspected the trees following the tree report from Suffolk Tree Services which advised that the two trees should be removed. The BSMPC Tree Warden is also aware of the situation. The parish council voted unanimously not to object to the application.

c) Jubilee Grove: Land transfer progressing extremely slowly with Braintree DC. BCLT has kindly provided and installed entrance gates to Jubilee Grove. The tree saplings are wilting in the extreme heat. However the field has become full of wildoats which need to be cleared. Clerk has informed the Transition Group that the land has still not been transferred and therefore volunteers not covered under the parish council insurance. A Jubilee Grove sign being investigated. Agreed not to follow up on purchasing a tree to mark the Jubilee owing to the drought conditions.

d) Other planning matters for discussion:

1) Land south of Penlan: A new entrance on to the site has been created. Following a site visit by Enforcement Officers work has ceased. Clerk agreed to request an update.

2) Vacant garage site: The Clerk had contacted the agent regarding the vulnerability of the site. The members' concerns have been forwarded to the landowner's office. The developer advised that it did obtain conservation area consent for demolition of the buildings and clearance of the site but a condition requires a full contamination survey to be undertaken and any contamination removed which will prove costly. Some tree clearance being done.

3) Chambers Bus Depot site: Still waiting on either a further re-consultation or a BDC Planning Committee date for pending application No. DC/22/00754. Cllr Monk asked the Chair why BHPC had not given its full support to BSMPC by holding an Extraordinary Meeting as well to discuss the re-consultation. The Chair considered this and noted the comment. Cllr Aries asked could future submissions be shown as a joint written support. Members agreed.

4) Bus stop over: The proposal to relocate 'layover' of buses currently at Bridge Street onto the stops by Normandie Way still being pursued with SCC Passenger Transport Manager. BHPC happy with the proposal put forward.

5) Cuckoo Hill site: The application to reduce the height of Plots 5 & 6 agreed by Babergh DC with stringent conditions attached. Work commenced on site on March 11th and BDC Officers have confirmed that work is progressing ahead of the planned schedule. Scaffolding due to be removed next week to enable an excavator to access the rear and the new drain to be dug to ease the flooding at Eversley.

08/07/22 JOINT BURES NEIGHBOURHOOD PLAN

a) NHP update: The promotional stand held at the BMF weekend proved successful. Visitors encouraged to join in with environmental quizzes along with the launch of a photographic competition. The Steering Group to set a timetable to achieve a draft NHP by the end of the year. Housing Survey completed. Business Survey in hand. Environment group link with Bures School – Ken Jackson and Ella McCrory held a successful visit with the children during July to discuss Climate Change.

b) Grants: Application for a second grant from Groundwork UK submitted but still waiting on final decision from the Panel. £3,695 applied for. All NHP finances being managed via BHPC financial accounts.

c) Steering Group: Steering Group minutes dated 14th June and 12th July and Wider Team meeting minutes of 24th May accepted by the parish council.

09/07/22 Joint Parish Plan 2021-22:

- a) Bures in Bloom:** All floral tubs planted and looking splendid. Future maintenance to be managed by the BIB volunteer group. BIB has purchased and installed a water butt at the Community Centre from the remaining locality grant fund.
- b) Bures Climate Change:** Initial Expression of Interest submitted to the Plug in Suffolk Community Grant Scheme. No further progress on this. Climate Change initiatives included in the NHP. Cycle rack provision being followed up.
- c) Resident Welcome Packs/GNS:** Welcome packs printed and being circulated to new residents. Photo shoot planned to promote the scheme. The Bures Good Neighbour Scheme now up and running with volunteers at the helm.
- d) Joint Health & Wellbeing plan:** This item is now being addressed by the Community Roadshows visiting the village. Item to be removed from the agenda.
- e) Joint parish magazine:** Initiative deferred until after the licencing of Reverend Daniel Whiffen. The Chair has been invited to attend the licencing on Monday 22nd August at 7.30pm.

10/07/22 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

- a) National Grid consultation:** No further update for the meeting. However Babergh and Mid Suffolk District Councils, SCC and ECC have all submitted objections to the National Grid's non-statutory consultation on proposals for the East Anglia GREEN project of overhead lines and all call for a coordinated and offshore centred approach.
- b) P3 Scheme:** Parish Council scheduled to enter into a Service Level Agreement with ECC in 2022. Map showing sections of the agreed paths for including in the SLA submitted. Cllr Schwier advised that new Officers are now in place and suggested Cllr Aries should forward the parish council's request to him for follow up.
- c) Station Hill garden:** Garden cleared of old shrubs and topsoil and soil improver laid. Clerk to submit a Micro Grant application to ECC for supply of new plants, shrubs and bulbs for planting in the autumn. When all works completed then members to follow up on the suggestion to install a low level light along Station Hill.
- 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 has sought grants from AONB but none available to meet the criteria. A quotation has been sought for 186 metres of rustic fencing. Grants being investigated. Landowner happy for new fencing along field edge.
- e) Essex Knowle:** Clerk continuing with the upgrade of the Essex Knowle from Possessory to Freehold Title as the requisite 12 year period ended in November 2021. Wayman & Long progressing and advised the legal documentation should be completed this month.
- f) Rewilding of grass verges:** Members considered areas for rewilding through the BDC initiative but agreed that there were no suitable locations to put forward.
- g) Weed management:** Parish contractor to trial New Way weed spray throughout the parish. Costs to be met by the parish council. Several areas in need of sweeping and gutter clearance. Clerk following up with the contractor. He advised the Clerk that under the present financial restraints he is unable to purchase a grass collector machine for the riverbank area but is willing to use hand mowers which will involve an increase in cost. Members agreed not to follow up.
- h) Queen's Platinum Jubilee:** The event held at the community centre and on the recreation ground on Thursday 2nd June had been a huge success. Thanks expressed to Ian Gibbs and his team. Approximately £1,500 raised for the benefit of local groups. Monies still to be finalised with the Clerk.

11/07/22 AUDIT AND FINANCE MATTERS

- a) Still awaiting the External Auditors report for 2021/22 Accounting Statement – noted.
- b) Internal audit review provisionally booked for 3rd or 10th October – noted.
Business Access A/C balance: £8,856.36
Community Account balance: £3,821.27 (when all cheques paid)
- c) Finance and Budget monitoring report - noted, circulated and attached.
- d) Bank reconciliation and verifying bank statements dated 7th July 2022 – noted, circulated and duly signed by the Chairman and non-signatory member.
- e) Members agreed to outsource the HMRC payroll at a cost of £8.75 per month for 1 employee. Clerk to continue to pay the salaries and tax by cheque.
- f) Members agreed that grant applications should be progressed for new shrubs for the Station Hill gardens and for the fencing along the Millennium footpath. Clerk to follow up.
- g) Asset Register updated and noted. It was agreed not to insure the floral tubs.
- h) Policy for recording and social media at meetings being followed up jointly with BSMPC..

12/07/22 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

13/07/22 PHYSICAL RISK ASSESSMENT

Cllr Monk had circulated her report prior to the meeting. All assets appeared in good order. She had reported youngsters goading the cows in the field near the Millennium footbridge and attempting to damage the fence to Essex Police. The two bus shelters still to be varnished. Weeds needed clearing from inside and outside the Colchester bound shelter. Two riverside benches to be varnished. Geoff Davies to varnish the Essex Knowle and Normandie Way benches. Normandie Way playarea hedge needs trimming. BIB flower tubs all looking lovely. Next Inspector – Cllr Shackell.

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

14/07/22 REPORTS

All reports had been circulated prior to the meeting.

Bures St Mary PC: Cllr McCrory noted that the next parish council meeting is due to be held on 28th July. There has been 3 interests for the vacancy on the parish council. These will be considered at the next parish council meeting. Members considering acknowledgements for Cllr Jackson and Cllr Alston on their long service achievements.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Owing to the continuing dry weather none of the planned levelling of plots and returfing have taken place to date. A recorded memorial stability check is regularly undertaken. Suffolk Tree Services have been monitoring the condition of the Cedar and the Sequoia at the top of the main drive for several years. The Cedar is now deemed as dangerous and requires felling along with the Sequoia owing to its interdependent relationship with the Cedar. Both trees have bat boxes mounted on their trunks and it was discovered during the inspection, that Tawny owls are living in the trees with their young. David Pizzey, the Arboriculture Officer for Babergh D.C., has been contacted and made aware of the situation. The Parish Tree Warden is waiting for advice from Gary Battel, the Senior Tree and Woodland Advisor for SCC, and from Jon Stokes, the Director of Tree Science and Research at the Tree Council. Three quotes sought for the pending work and the Authority has agreed to go ahead subject to planning permission. A safety area around the trees has been cordoned off and warning notices are displayed on all three entrances to the

grounds. A claim has been submitted to the insurance company who have agreed to pay £1000 towards the costs. The Authority has set aside £8,000 in its budget to cover tree related costs. The Leylandii along the boundary with Cuckoo Hill Wood Yard are scheduled to be removed in the autumn and replaced with native hedging. Possibility of installing a vehicle entrance along the rear boundary fence being explored. Cemetery contractor to trial NewWay for the management of weeds at the cemetery.

Sportsground: Cllr Monk had circulated her report of the meeting held on the 14th July prior to this meeting. Continuing ASB issues. Police following up. Concerns of broken glass left on the tennis courts and the football pitches. Committee considering using the PCC grant funding to hire a private security firm as all other avenues for its use have been exhausted. Quotations and grants being investigated to resurface the tennis courts. New toddlers play equipment installed. Mushroom seats at Pikes Marsh playarea to be revamped. Macmillan Mighty Hike scheduled for 29th - 31st July. BMF requested permission to have security outside the festival to discourage ASB on the recreation ground next year. Volunteers carrying out repairs to a number of sportsground assets.

Community Centre: Minutes of the AGM held on 21st June circulated to all members and held on file. Stephanie Atkinson has taken on the role of Treasurer from Mike Seymour who was bid farewell after 13 years. Mission Statement for the Community Centre being developed.

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: FP1 – kissing gate cleared of brambles and nettles but fingerpost remains obscured. FP5, FP7, FP8 FP21 and FP23 – various sections cleared of overgrowth. Parish contractor has cut back along the footpath from Hall Road to Cambridge Brook. ECC has replaced the footbridge. FP13, FP14 and BWY15 – no fingerposts – waiting on ECC future inspections.

BALC: Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes to be circulated for information.

Transport: Cllr Welch had no matters to report to the meeting.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. Vandalism at the station reported to British Transport Police. Station garden open for Bures Open Gardens weekend in May. Wire fence in need of replacing. Greater Anglia planted a crab apple tree at the station on 7th June in commemoration of the Platinum Jubilee. A plaque is to be mounted on an oak post beside the tree. Successful music train on the Gainsborough Line on Saturday 11th June.

Tree Warden: Cllr Baker had circulated her report prior to the meeting. 3 tree applications have been received since the last meeting. No issues with No. 26 Colchester Road and 24 Maltings Close applications. However a holding objection has been submitted regarding the Lamarsh Hill application.

Bures Primary School: Cllr Fairbairn, Chair of School Governors circulated the Annual Governance Statement 2021-22 and this has been published on the parish council website for reference.

Bures Common Land Trust: AGM due to be held on the 21st July at the Dennis Ambrose Barn. Cllr Monk unable to attend and has given her apologies. No other member able to attend. Clerk to forward the minutes to all members when received.

15/07/22 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

The vegetation in the Water Lane stream needed clearing. Clerk to contact residents as the Riparian Landowners. BDC are regularly monitoring and clearing the layby at Colne Road under its Anti Litter Sign programme.

16/07/22 DATE OF NEXT MEETING

Monday, 19th September 2022 to be held at Bures Community Centre at 7.30pm.

Cllr Raymond gave his apologies for the September meeting owing to holiday commitment.

Future dates booked: 2022: 14th November.

Future dates booked: 2023: 16th January, 20th March, Joint APM – TBA, AGM 15th May,
17th July, 18th September

The meeting closed at 9.42pm

Signed:

Chairman

Date: