

**Minutes of Bures Hamlet Parish Council Meeting
Monday 19th September 2016 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, B Wilson, M Welch, A Crowe, D Kennett
Cllr J Aries (BSMPC), Cllr D Finch (ECC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 24 members of the public
One member of the public requested to record the meeting and this was agreed and noted.

The Chairman gave a warm welcome to all those in attendance. He proceeded to thank the members for his recent surprise celebration and gifts to mark his 25 years as Parish Councillor and 20 years as Chairman.

1/09/16 APOLOGIES FOR ABSENCE

Apologies received from Cllr Matthews (unwell). This was duly accepted.
Apologies also received from District Cllr Wendy Scattergood.

2/09/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Cllr Kennett's Register of Interests were duly completed and advertised.
To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests –
Cllr Wilson declared an interest in Agenda Item 7 (e).

3/09/16 MINUTES

The minutes of the previous Parish Council Meeting of 18th July 2016 were approved and signed as a correct record (previously circulated).

4/09/16 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 24 members of the public present.

Mr Gould of Mount Bures raised his concerns to the pending proposals for 4 starter homes on land at Mill Brook Farm, Mount Bures. He considered the land to be designated open space and within a special landscape area. He also considered the proposed sale figure of £250,000 to be excessive for Starter Homes. James Lawson, Planning Agent acting for the landowner asked to respond to these comments. He advised that the figure quoted was an upper ceiling figure only and that the smaller of the build would be considerably lower priced. He also stated that Braintree District Council did not consider the land to be designated or within a special landscape area. The Chairman proceeded to advise those present that all correspondence received had been circulated to the members for consideration.

5/09/16 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. Details of the new look Essex Police website circulated and noted.

Essex Police currently undertaking a recruitment drive.

Roger Hirst, PCC for Essex was seeking views on his draft Police and Crime Plan and encouraged the public to take part in an online survey. Cllr Finch suggested that the parish council should consider inviting the PCC to attend a parish council meeting during the year.

6/09/16 COUNTY/DISTRICT COUNCILLOR REPORTS

No District Councillor report presented. Information on the Ward Councillor Community Grant Scheme circulated and noted.

County Cllr David Finch reported on the following:

ECC budget currently being planned. Looking to include the 2% Government Social Care grant. It may be required to increase Council Tax between 1% - 2%. Owing to an increase in flash flooding across the County it had been agreed to include £19m in the budget over the next 3 – 4 years to help those parishes affected. Cllr Finch noted that with the planned increase in house building across the County there was also a need to expand school build.

7/09/16 HIGHWAYS

1) Local Highways Panel requests:

- a) Central refuge at Colchester Road/Bridge Street – Cabinet Member Action (CMA) had been sent to the Cabinet Member for Highways and Transport following an objection during the formal consultation. The objection has been overruled and the installation of the central refuge scheduled for completion by the end of the year.
 - b) Removal of dropped kerb at Bridge Street – scheme currently being validated.
 - c) Bus shelters – funding had been secured by Passenger Transport for one new wooden shelter and one wooden to replace the existing metal shelter. Both now installed. Thanks expressed to Cllr Finch for his input in the project.
- 2) Anglia Level Crossing Reduction Strategy:** Phase 2 Public Consultation to be held at Colchester on 30th September. Chairman agreed to attend. Objections to the proposed closure of E54 The Paddocks had been submitted under Phase 1 Public Consultation. The Clerk agreed to forward a copy of that response to Cllr Finch.
- 3) ECC Winter Saltbag Scheme:** The Clerk had confirmed acceptance to join the 2016 Scheme. One tonne of 25kg bagged palletted salt to be delivered early October. As previously agreed Gary Vaughan implementing the salting of paths under instruction from the Clerk.
- 4) Footpath at No. 4 Lamarsh Hill:** A highway boundary search had been undertaken by Highways and this matter had now been referred to its legal department for further investigation. Still progressing. Clerk to forward correspondence to Cllr Finch for his follow up.
- 5) Colchester Road/Water Lane flooding issues:** The ECC Flood Liaison Officer had confirmed that there were no ordinary watercourse problems to action and all flooding issues had been referred to ECC Highways for investigation. The Chairman noted to those present that all drains had been investigated by ECC over the past 2 years but still severe problems with flooding during and following heavy persistent downpours. Cllr Finch agreed to follow up on the recent reports to Highways. An Officer site meeting was to be requested. Cllr Finch also noted on the Community Initiatives Fund for projects such as clearance of the Water Lane brook. The members agreed to obtain a quotation and investigate grant funding. Cllr Wilson asked for the owner of the second section of the Brook to be made aware of the issues. Sandbags to be purchased and stored for parish use. Clerk to follow up on all matters.
- 6) Drain blockage at River House:** This had been reported under Reference 2472658 but following investigation ECC Highways stated it did not warrant attention at the moment but would continue to monitor.
- 7) Protection bollards at The Old Tollhouse, Bridge Street:** A request had been received for bollards to be installed on the edge of the pavement or on the road outside the Old Tollhouse to provide protection to the building and to pedestrians. Cllr Finch suggested that the parish council should apply to the LHP. The proposals would be validated and checked for feasibility. Clerk to follow up.

8) Damaged sign at Mount Bures junction: This had been reported. Reference No. 2484516.

9) Parking issues at Bridge Street: The parish council had been asked to revisit the issue of illegal and inconsiderate parking at Bridge Street which was creating problems for other motorists and pedestrians. Members although sympathetic to the issues raised also noted that limited parking had the benefit of slowing traffic through the village. Illegally parked vehicles should be reported to the Essex Parking Partnership for action. Any vehicle creating a danger or obstruction should be reported to Essex Police. Cllr Wilson suggested that the Bridge Street shopkeepers be made aware of the raised issues and perhaps an amicable arrangement could be made to alleviate the parking problems.

At this point it was agreed to move forward Agenda item 16 (5) Part to enable Cllr David Finch to leave the meeting immediately after its discussion.

The Chairman reported on the parish council's attempts to agree proposals with the landowner to reinstate the original line of footpath 3 to provide a link between Bombose Lane and Ferriers Lane, and to extinguish footpath 1 (part to the south of Bombose Lane) and footpath 4 which lead only to the edge of Ferriers Pit and serve no useful purpose. The Clerk agreed to forward correspondence and maps to Cllr Finch for his follow up on the matter.

8/09/16 PLANNING

All applications received and comments made – see attached list.

BDC Local Plan: The Parish Council's response to the Draft Local Plan had been forwarded to BDC and was available to view online. Objections had been made in response to Bures 165 Land off the Colchester Road and Bures 166 Land South of Cambridge Way. Main objections raised being excessive volume of housing, site out of Bures Primary School catchment area, infrastructure and lack of village facilities. BDC Officers due to collate responses during October. The Local Plan Timetable had been circulated with Adoption now due Summer 2018. The Chairman agreed to attend the BDC Planning Committee meeting in due course and requested all members to confirm again their objections prior to his attendance.

Starter Home scheme at Mount Bures: The Chairman noted to those present that BHPC had been requested by BDC to give a response in principle on whether the new site submitted during the public consultation period should be included in the Draft Local Plan as the site sat within its parish boundary. To date 9 letters of support and 10 objections had been received from residents of both Bures Hamlet and Mount Bures. It had been agreed previously that its response should take in the views of MBPC. It was agreed that BHPC should request a clearer view from MBPC before a response was made to BDC.

MBPC Chairman noted to the meeting that it had been difficult for his members to agree on a view and would be holding an Extraordinary Meeting next week to establish an agreed response. *(Following the meeting BHPC agreed not to support the inclusion of the scheme for further consideration to BDC.)*

Appeal for Windyridge site: The Clerk had met on site to discuss the recent drainage problems. Mr Runicles, site owner advised that drainage pipes were being installed which would divert to 4 large soakaways and would not be tapped to the mains. There also appeared to be flooding issues similar to Water Lane and the Clerk agreed to include the Colne Road area in the flood locations list for Bures Hamlet. The Appeal APP/Z1510/W/16/3147014 had been allowed and planning permission granted for demolition of existing and erection of 3 new dwelling houses.

Use of workshop site at Cuckoo Hill: Geoff Davies owner of the site had put forward an initiative to all Bures residents to have its own Care Home on the site. He was willing to donate the site along with a cash sum but was looking for financial backing and for interested parties to form a Community Interest Company to progress the initiative forward. All members agreed to support the initiative in principle. The Clerk would inform Bures St Mary Parish Council.

9/09/16 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – interest had been shown from Outdoor Hire Centre to purchase or long term lease the site. The Clerk had forwarded details of the site ownership with no further information to date.
- b) Assets of Community Value – the nomination for the Allotments at The Croft had been successful. However following the landowners request to BSMPC for the listing to be removed, BHPC agreed it would not be sensible to progress any ACV nominations from its own list until further clarification on procedures had been sought.
- c) Joint Emergency Plan – Tim Underwood had kindly agreed to progress the plan forward with the Clerk's assistance. The Chairman welcomed his involvement again and thanked him in advance on behalf of the Parish Council. The Clerk and Mr Underwood to meet with Emergency Planning Officers from both District Councils to gain advice to finalise the current draft plan. The Clerk had updated the Vulnerable Persons lists held at local level and at BDC.
- d) Environment Agency Flood Contact: Bures Hamlet had been listed as a parish to be included as a Community at Risk of Flooding. The Clerk had forwarded the Community Emergency Group contact details. Cllr Wilson agreed to be a contact as well as the Clerk and Chairman. The Clerk was also registered for Floodline Warnings.
- e) Joint Neighbourhood Plan – following the NHP Options group meeting in July it had been agreed to propose to both parish councils that a Joint Community Plan be progressed rather than a NHP. All members present agreed to this proposal. Advertising to encourage volunteer interest was being circulated at the monthly markets on the Common.
- f) Trees at Cambridge Way – documentation was required to be provided of ownership of the hedges, tree and fencing at No. 9 before Circle Anglia would proceed with any works. The Clerk had advised all parties concerned. Circle Anglia had agreed to trim back the boundary hedging at No. 18.
- g) Lighting at Lamarsh Hill bungalows – an improved style replacement light was currently being sourced. Sherri Berisford was now the new Greenfields Neighbourhood Co-ordinator for Bures Hamlet. Clerk still following up.
- h) Electricity cable undergrounding at Station Hill – the Clerk had forwarded the parish council's support to UK Power Network for underground cabling at Station Hill along with options for cabling at New Cut.
- i) Dog fouling signage – BDC Street Scene had agreed to inspect Colchester Road area and erect new and replace damaged signs as necessary.

10/09/16 FINANCE

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

Bank reconciliation dated 8th September 2016 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

Pensions Regulator Staging Date of 1st August 2016 and Clerk's completion of Legal Duties - reported and noted.

The Clerk requested that the £2,000 reserves held for future bus shelters be reserved for new gateway entrance signage at Colchester Road. This was agreed.

11/09/16 CLERK'S PAY AND WORKING HOURS REVIEW

A review of the Clerk's pay and working hours agreed. Clerk's working hours to be increased to 10 hours effective from 1st August 2016. A one-off payment of 18 hours to be paid in respect of tendering and implementing the new parish maintenance contract. Clerk's Contract of Employment duly amended.

12/09/16 AUDIT MATTERS

External Auditors approval of 2015/16 Accounting Statements with no matters arising – confirmed and noted.

Internal Audit Review to be held on 11th October – Cllr Wilson, Cllr Crowe, Clerk and Internal Auditor to attend.

13/09/16 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

The Clerk reported on the website changes and the need for a new website. It was agreed to move to EssexInfo. Cllr Kennett offered his support in moving the website design over. Walkers are Welcome initiative – it was agreed not to follow up.

Request for funding from the Braintree District Community Foundation CIC was declined. Details outlining the new model for Youth Workers in the Braintree District was circulated. Clerk to forward to BSMPC to establish if any interest for a joint parish venture.

14/09/16 PHYSICAL RISK ASSESSMENT

Cllr Duncan Kennett reported the following: Car parked in Station Hill long term. Some waste bins needed emptying. Timetables needed for new bus shelters. Clerk to follow up on items raised.

15/09/16 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

EALC Legal Update No. 7, September 2016 – circulated and noted.

16/09/16 REPORTS

Bures St Mary PC: No report. Next meeting on Thursday 22nd September 2016.

Cemetery: Cllr Lee reported: Main drive surfacing completed. Shed repaired and repainted.

Sportsground: Cllr Wilson reported: Extra waste bins installed. Morphus X project delayed owing to manufacturing processing. Grant application submitted to the BMF for funding towards the project. Dog owners complying to the regulations. .

Community Centre: Cllr Crowe reported: Management Committee investigating the need to include a deposit retainer when hiring out the hall to cover any damage costs.

Rights of Way: Hugh Turner, Parish ROW Ranger had circulated his report and to be held on file. Footpaths 1 (part), 3 & 4 previously noted. Footpath 27 now open. Footpath 28 – issues with unauthorised gate closures. Footpath 30 required some clearance. Byeway 25 – still an issue with constant water lay. Footpath 21 – damaged stile. Clerk to report matters raised to ECC. She had also written for an update on the proposed Dedication of Brook House Lane footpath.

Station Adopters: No vandalism reported. Summer planting to be replaced in October. New Rail Franchise with Abellio to commence 17th October. Future plans for trains to run directly from Sudbury to Colchester Town was noted. Current old diesel trains scheduled to be replaced by newer trains both diesel and electric in 2019.

Transport: Cllr Welch to attend the next Transport Representative meeting at Chelmsford on 27th October.

Tree Warden: Nothing to report. Clerk to liaise with Mr Evans to enquire if he is still happy to remain as the Parish Tree Warden for 2017.

Bures Primary School: Nothing to report.

NHW: Newsletters circulated regularly. New NHW signs erected. Thanks expressed to George Barnham for this.

Community Agent: Jayne Laken attended the Wednesday coffee mornings at St Mary's Church once a month. Cllr Barnham advised that she maintained regular contact with Jayne on behalf of parishioners.

Bures Common: Monthly Saturday morning markets being regularly held and well supported. Barn restoration still being followed up. Quoits group well established.

17/09/16 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

The Chairman expressed his thanks to the members for their input in helping guide the parish council to make a considered constructive response to the BDC Draft Local Plan consultation.

18/09/16 DATE OF NEXT MEETING

Monday 21st November 2016 - to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2017: 16th January, 20th March, 30th March (Joint APM), 15th May (AGM).

The meeting closed at 10.15pm.

