

Minutes of Bures St Mary Parish Council Meeting
Virtual Meeting held on
Thursday 17th September 2020 at 7.30pm

Present: Cllrs J Aries, T Fairbairn, G Jackson, J McCrory, S Pentney, S Sills, D Monk (BHPC), Cllr J Finch (SCC)
In the Chair: Cllr G Jackson
Also Present: Mrs J Wright (Clerk) plus 2 members of the public

1/09/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr L Alston (Zoom technical issues), Cllr T Saer (work commitment). Apologies accepted by those members present.
Apologies also received from Cllr M Barrett (BDC).

2/09/20 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.

3/09/20 MINUTES

Minutes of the Parish Council Meeting of 23rd July 2020 and the Joint Planning Meeting of 24th August 2020 (previously circulated) were approved as correct records. To be duly signed following the virtual meeting.

4/09/20 NOTICE OF MEMBER VACANCY

Two interests shown. However only one interest had forwarded supporting evidence as requested. It was unanimously agreed to co-opt Lee Norton onto the parish council. The Declaration of Acceptance of Office to be duly signed following the virtual meeting.
Two interests had been received to fill the vacancy on the Sportsground Committee. Members agreed for Cllr Norton to fill the vacancy and Committee member positions would be reconsidered at the AGM in May 2021.

5/09/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were two members of the public present, both keen to hear an update on the pending Cuckoo Hill inquiry. An offer of support to the parish council was received by the KBB Group.

County Cllr James Finch had circulated his report prior to the meeting. Items to note from the report: SCC finalised preparations for funded school travel for the new school term. An article from Cllr Mary Evans, Cabinet Member for Children's Services headed 'Working together to ensure a safe start to the new school year. Feedback from Chambers Buses – Government funding from the Department of Transport had been encouraging news for the company. SCC had completed its 1,000th resurfaced mile. Apprenticeships Recruit, Retain, Reward package announced details via www.apprenticeshipssuffolk.org Fostering and Adoption sessions in the Stour Valley via <https://www.fosterandadopt.suffolk.gov.uk/> District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note from the report: BDC full council meetings via Microsoft Teams. Planning White Paper consultation enters final phase. BDC Covid-19 information via <https://www.suffolk.gov.uk/coronavirus-covid-19/home-but-not-alone/>

Cllr Finch remained in attendance to give an input to matters relevant to SCC. Cllr Barrett although not in attendance had made note to the Clerk on matters relevant to BDC.

6/09/20 POLICE

a) Design Out Crime Report – actions being followed up via the Sportsground Committee in response to the report:

- 1) Footbridge structural alterations – SCC confirmed they would not proceed with any works. Members who had initially agreed to a site meeting were happy to not follow up this matter any further and to note that the Duty of Care for footbridge users remains with SCC.
- 2) Improved signage – new signs now in place.
- 3) Waste issues – additional waste and recycling bins installed. Huge improvement.
- 4) Barbecue slabs – in hand.
- 5) Toilets – members continue to investigate.
- 6) CCTV – installed. All minor post installation issues had been corrected.

b) No other issues raised by members for follow up with the Parish Liaison Officer and CPT.

c) BSM SpeedWatch - Cllr Aries put forward the following report:

The Community Engagement Officer had taken over as Co-ordinator for Suffolk and needs to re-assess the BSM sites. Cllr Aries disappointed with the Officer's lack of response to her questions as to when she would be able recommence. Cllr Finch noted that Little Cornard Speedwatch was actively operational. He agreed to raise Cllr Aries' questions at the Suffolk Co-ordinated Police meeting.

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

7/09/20 HIGHWAY MATTERS

a) B1508 roadbridge – the 24/7 road closure scheduled for August did not proceed due to unforeseen underground service cables. Works being rescheduled with a date to be confirmed in 2021.

b) St Edmunds Lane – SCC had confirmed 4 works orders in hand for patch repairs and to replace the faded give way markings.

c) Byeway 5 The Croft – Cllr Finch confirmed that SCC Highways had agreed to arrange for planings to be laid at the far end of The Croft to improve the boggy surfacing. He also confirmed that planings would be laid in the potholes along The Cut.

d) Speeding B1508 – Cllr Finch informed members that Little Cornard Parish Council had recently purchased a portable VAS with 3 pole locations along the B1508. He suggested the parish council should investigate jointly purchasing a second portable VAS via SCC. Cost in the region of £3,500. Location of poles to be agreed by the Road Safety Team on an 'evidence based need'. The parish council agreed in principle to liaise with LCPC and SCC for the purchase of a VAS and to set aside £1,200 towards its share of costs.

e) The Waldegrave drains – The Clerk confirmed that the Waldegraves was an unadopted estate with no current working Management Group. Cllr Finch to discuss with the resident who raised the request for the drains to be cleared.

f) SCC Order School Entrance markings – 'Map tiles' to be installed at all school entrances to ensure that school entrance markings across the County are enforceable as 'No Stopping mon-Fri 8am – 4.30pm restrictions'. 'Map tile' installed at Bures School. Cllr Finch agreed to follow up on the upgrading of the yellow road markings.

Cllr Finch left the meeting at this point.

8/09/20 PLANNING

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

b) Applications requiring consideration at this meeting:

Application No. DC/20/03947 Thrush Cottage, St Edmunds Lane – to remove row of Conifer trees to ground level – Parish Tree Warden consulted – no objections.

c) Other planning matters for reporting on:

Cuckoo Hill site: BDC had visited the site following numerous neighbouring resident complaints on flooding, poor drainage and site levels. The planning inquiry was currently scheduled for 6th October. As the Inspector held reservations on holding an in-person inquiry it may be either held virtually or delayed. All documentation relevant to the inquiry available on the BDC planning website. Chairman Cllr Jackson suggested to members that the parish must work with BDC as a split would be exploited by the developer. She also considered local residents should be part of the Key Speakers. Cllr Alston to be approached to produce a written Heritage report on White Horse House subject to the agreement of the property owner. The Chairman agreed to speak on behalf of the parish council at the inquiry. The Chairman and Cllr Fairbairn to liaise with members to produce the submission. Topics covered to be shared with KBB to avoid repetition.

Parking issues at Cuckoo Hill: Concerns had been raised with BDC regarding Apple Tree Mews residents parking on the hill and not in the allotted parking bays on site. Referred to District Cllr Barrett for follow up.

Land to rear of Cambridge Way: BDC Consultation requesting suggestions from the parish for use of the land was due to end on the 25th September. Cllr Jackson noted to members of the written support from the Woodland Trust, Essex and Suffolk Wildlife Trusts, The Dedham Vale Project and The Colne and Stour Countryside Association for the Brook Field Grove project outlined by Bures Transition Group and Bures Common Land Trust, supported by both parish councils and included in the Parish Plan.

Garage site: A Holding Objection due to insufficient ecological information had been submitted by BDC Ecology – application 20/00324/OUT still pending a decision.

d) The following Enforcement Cases were reported on:

Knowle House: Neighbouring residents collating evidence of Amobox allegedly working beyond restricted hours. Matter remained ongoing.

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. A roadway and hard standing installed. Following up with Enforcement Officer as to whether permission approved for this recent work.

Barns at Over Hall – the site of the fire damaged barns had been fenced off. Outstanding insurance matters delaying any action to improve the area.

9/09/20 BURES PARISH ACTION PLAN

a) Highways, Street Lighting, Retail Facilities WP reports:

Highways - entrance gates similar to the one at Lamarsh Hill being investigated for Colchester Road and Sudbury Road.

Retail - the alcohol licence application to BDC had been granted. Shop front renovations progressing. Owner suggested an opening date by the end of 2020. Old appliances outside Bank House needed removing from pavement. Clerk to follow up.

b) Joint Parish Plan: Cllr Jackson had drawn up a draft Action Plan 2020-21. Cllr Fairbairn and Aries had put forward suggestions to be included. Cllr Jackson asked members to submit their contributions to enable the draft Action Plan to be considered at the November parish council meetings.

10/09/20 MATTERS ARISING FROM PREVIOUS MINUTES

a) Garages at Claypits Avenue – Cllr Barrett reported that she had requested BDC Officers to review the use of the garages. Cllr Saer suggested that the 5 garages could be rented out as individual small retail units. Chairman mentioned ‘Men in Sheds’ initiative as an example. Matter ongoing.

b) Pikes Marsh – 1) Transfer of play area to the parish council – continuing to be followed up by Cllr Barrett. Clerk to also follow up with BDC Legal Team. An approach to the CEO may be needed to progress the matter. 2) S106 contributions – BDC had agreed that the S106 contributions made available from the build of Pikes Marsh would be set aside for use against the fencing project at the sportsground.

c) Fence issues at Eves Orchard – to ease the issues between residents Cllr Barret had arranged with BDC Officers for the dilapidated fence be removed and replaced with a chain link fence. Cllr Aries advised Cllr Barrett that the BDC resident was happy for the fence and ivy to be removed. Ivy extending from neighbouring private property. Clerk to follow up with Cllr Barrett.

d) Bollards at Eves Orchard: SCC had submitted a report on the 3 bollards. Although still in reasonable condition they were all showing signs of deterioration. It was agreed to submit an Emerging Needs Grant application. Clerk and Cllr Aries to follow up.

e) Improved rural broadband: Local residents negotiating with Openreach to gain a better broadband service at Arger Fen and Smallbridge. The residents to contribute to the costs under the Community Funding Scheme. However the initiative had stalled as the landowner had refused access for the cabling to be laid.

f) Footpath beside 3 Horseshoes PH: Parish contractor to do patch repair on the footpath. Members considering erecting a fence mounted solar light along the footpath. Permission to be sought from fence owner. Clerk to submit online for the damaged footpath along Nayland Road outside Garden House to be repaired.

g) Local Council Award registration: The Clerk had been verbally informed that the parish council had been awarded the Foundation Level. Written confirmation from SALC to follow.

h) Christmas lights scheme: Cllr Saer had submitted a quotation to purchase an 8m Fairy Bell pre-lit tree for the churchyard this coming festive season. She had also written to the PCC for approval. Owing to current Covid-19 restrictions the annual lighting up event would not take place however the volunteers had agreed to install the lights around the village under a stringent risk assessment. The move to a pre lit tree being part of that assessment. It was agreed to wait on the decision of the PCC before members made their decision on the choice of tree for 2020.

i) Health & Wellbeing Plan: Cllr Fairbairn had kindly agreed to put forward a joint draft plan for discussion at the next parish council meetings. Cllr Jackson advised that Health & Wellbeing would be included in the 2020/21 Joint Parish Action Plan.

j) Recording and use of Social Media at Council meetings: Agreed to defer until in person meetings are able to take place.

k) One Suffolk website accessibility update: Community Action Suffolk (CAS) had completed the audit and fix at a cost of £120 + VAT. Costs to be shared with BSMPC. CAS considered the site compliant with Local Government guidelines. The Clerk had received a summary of the main fixes applied and some errors for adjusting by herself.

l) Parish magazine: Editor encouraged members to submit articles referencing the parish council and committees activities.

m) Alternatives to Glyphosate: Parish Contractor continuing to investigate for the best alternative. ‘Avenger’ suggested and the Clerk discussing costs with the contractor.

n) Parish contractor works: Works list circulated to members. (Attached). Two young persons had kindly offered to do volunteer litterpicking weekly for 6 months as part of their Silver DOE Award.

11/09/20 SPORTSGROUND COMMITTEE

a) Delegated powers: The Clerk had circulated the historical background to the creation of the Bures Joint Sportsground Committee in August 1948 and formally formed at a Joint Parish Council Meeting held on 9th September 1948. The Terms of Reference to reflect the Committee as a delegated Committee of BSMPC and BHPC.

b) Terms of Reference: The Joint Sportsground Committee at its meeting held on the 10th September had approved a redraft TOF for approval by the two parish councils at their respective meetings in September. Cllr Jackson drew particular attention to Point 6 and 7. 4 members proposed to stand on the Committee from each parish council with election of Chairman by the Committee at the July meeting. It was taken as read that Cllr Jackson as the current Chair carries on until there is a re-election. The Terms of Reference was duly accepted by those members present.

12/09/20 AUDIT AND FINANCE MATTERS

a) External Auditors approval of the 2019/20 accounting statement received with no matters arising.

b) Internal Audit Review meeting scheduled for 12th October – Cllr Pentney, Cllr McCrory, Clerk and Internal Auditor to attend.

Business Access A/C balance: £12,974.67

Community Account balance: £2,004.59 (when all cheques paid)

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

d) Bank reconciliation dated 12th September 2020 – circulated, noted and attached. Corresponding bank statements - circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.

e) Insurance renewal and amendments to Asset Register approved.

f) Standing Orders and Financial Regulations updated as per NALC recommendations.

g) Employment Briefing National Clerk's salary award implemented from 1st April 2020. Members agreed to award the Clerk additional salary points in line with those awarded by BHPC at its September meeting. The Clerk thanked members for their kind consideration.

h) 2019-20 CIL Expenditure Report submitted, circulated and duly advertised.

13/09/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentation had been circulated and noted:

NALC Checklist for holding an in-person council meeting

LO1-20 Local Authorities and Police Crime Panels Regulations 2020

PC12-20 Transparency and Competition: Data and Land Control

PC10-20 Changes to Current Planning System

PC11-20 White Paper Planning for the Future - Chairman to draft a response to circulate to members prior to submitting online.

14/09/20 CORRESPONDENCE

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

Government guidance on Coronavirus widely circulated and advertised.

SALC Planning webinars – Cllr Sills, Aries and Fairbairn had attended the virtual webinars.

Cllr Jackson to attend a further webinar in October. Cllr Aries noted to members that parish councils were being encouraged to engage with developers. Clerk to circulate webinar power point slides to all members for information.

Dedham Vale AONB Flagship Species Zoom debate – Cllr Sills and Cllr Aries to attend the virtual Zoom debate on 30th September.

Consultation on the submission draft Assington Neighbourhood Plan.
BDC draft 5 year housing supply position statements consultation.
Local Government Association Model Member Code of Conduct consultation.
SALC reminder of s.85 LG Act 18972 to attend a meeting with 6 months.
BDC Thank you letter to Parish Clerk and Volunteers – circulated and noted.
BDC revised draft 'Statement of Licensing Policy' under the Licensing Act 2003.
Information on Healthwatch Suffolk Digital Health and Care Survey.
Information on the Great British Beach Clean and new Source to Sea Litter Quest.

15/09/20 REPORTS.

Assets Report: Cllr Aries had circulated her report prior to the meeting. All assets in a satisfactory condition. The waste bin had been reinstalled at the Sudbury Road layby at the request of the parish contractor. Tawneys Ride salt bin needed replenishing. Branches overhanging the street lamp at St Edmunds Lane to be monitored.

Bures Hamlet PC: Cllr Monk had circulated a report of the parish council meeting held earlier in the week to all in attendance. Parking on the pavements at Colchester Road to be monitored. Request for a bus stop at Mount Bures junction had been provisionally agreed by ECC Highways however gradient still to be determined. Sportsground TOR accepted by members. BH Speedwatch temporarily suspended due to Covid-19 restrictions.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Contractor investigating alternatives to glyphosate and was currently hand weeding and raking. A substantial wooden boundary fence with Apple Tree Mews has now been erected by the developer. The Cemetery Authority had been awarded a Government grant as part of the support package for small businesses. It continues to waive all interment costs during this difficult time. Plans drafted to improve vehicle provision within the grounds. Wildflower areas to be created. The CWGC to restore a headstone and erect a plaque to indicate that the cemetery contains an official war grave.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on the 10th September. Landing stage repaired. Some matters raised on the Police Crime Out Report being addressed. Signage upgraded at both the riverbank and Pikes Marsh. Fencing/trampoline project progressing. Both Suffolk and Essex County Councillors had kindly contributed £500 from each of their Locality Award funds towards the CCTV rental costs.

Community Centre: Cllr McCrory had circulated a report from the virtual Committee meeting of 9th September. CCTV installed. Electrical survey completed with matters raised being addressed. Upgrade of heating system being investigated. Guidance on re-opening community centres duly addressed. Re-painting of Garrad Room and main hall in hand. Members to make the public aware of the financial implications for the Management Group on the running of the Community Centre during these difficult times.

Rights of Way: Cllr Aries had circulated her report prior to the virtual meeting and this had been placed on the parish council website. FP32 to be closed 16th – 18th October to enable the access drop at the Millennium footbridge to be repaired. Cllr Aries raised attention to the BHPC initiative to raise awareness of the increasing problem of dog fouling in the village - an advertising stand at the Saturday markets with members offering free poo bags to dog owners.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. The platform lights issue remained ongoing. Ideas for a mural on the wall of the car park still being investigated. New noticeboards erected on the waiting room wall. CCTV installed on the platform. Advisory signage still to be installed. Plastic dispenser holding local walks leaflets keeps being removed by persons unknown. Other options for displaying the leaflets being explored.

Tree Warden: Ken Jackson had circulated his report prior to the virtual meeting. Concerns raised regarding overhanging tree branches along the Sudbury Road and Clicketts Hill.

SALC: Cllr Fairbairn had attended the online area forum and minutes available on the SALC website.

Primary School: Cllr Fairbairn, Chair of Governors reported that children had returned to school. Thorough risk assessment undertaken and 'Bubbles' being adhered to. Front area of the school building re-laid with a surface assessable all year and would support outdoor learning. 196 children on the school role.

Bures Common Trust: Gill Jackson, Secretary had circulated a report prior to the virtual meeting. High level of visitors using the Common over the summer. Landing stage beginning to show serious signs of deterioration. Decking to be replaced and structure inspected. An oak noticeboard to give information on the history of the Common currently being made. A calendar of views of Bures taken by local residents available to purchase.

16/09/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Sills raised her concerns of parking problems at the bottom of Cuckoo Hill. The Chairman noted that this was an historical issue with SCC Officers attending on site. However no amicable solution had been found therefore members agreed to fully discuss at the November meeting. Parking further up Cuckoo Hill to be discussed with Cllr Barrett.

17/09/20 DATE OF NEXT MEETING

Thursday 19th November 2020 to be held virtually.

Future dates booked 2021: 21st January, 18th March, APM 22nd March

The meeting closed at 9.45pm

Signed:

Chairman

Date