

Minutes of Bures BSM Parish Council Meeting Thursday 19th September 2024 at Bures Community Centre Nayland Road at 7.30pm

Present: Cllr J Aries, G Jackson, J McCroy, T Fairbairn, S Jones, S Keeble-Fox (BHPC), I Reece (BDC), J Finch (SCC), G Turner (Clerk)

In the Chair: Cllr J Aries

01.09.24 Apologies for Absence – Cllr Taylor (previously agreed 6 month sabbatical to be reviewed prior to the November meeting), Cllr Norton (Holiday)

02.09.24 Declarations of Interests & Dispensation Requests No Register of Interests declared or Dispensation Requests put forward.

03.09.24 Minutes Minutes of the Parish Council Meeting of 18.07.24 duly approved and signed as a correct record (previously circulated).

04.09.24 Co-option of new member – The PC welcomed new Cllr Jones and her Declaration of Acceptance was signed. Cllr McCrory agreed to be the new PC's first aider. Two spaces on the BSM Parish Council remain vacant.

05.09.24 Public Forum No member of the public present except Olly Giles, attending to observe and consider whether to join the PC.

County Councillor – Report circulated in advance. It was agreed that the Solar Together launch in Suffolk should be promoted on Facebook. Babergh are looking more favourably at old buildings (listed) taking advantage of the scheme.

District Councillors – Report circulated in advance. Cllr Reece advised that so much happens mid-month that two reports may be required going forward. Weeds on pavements continue to be a huge issue and Babergh are only addressing this now in their Winter Work Schedule. It was agreed this was too late and needed to be addressed next May.

Bures Hamlet Parish Council – As BH had yet to have their meeting therefore was little to update.

06.09.24. Police

a) To report on matters raised with Suffolk and Essex Community Policing Teams

- **ASB update** – Although littering problems continued, no major incidents over the Summer. This was seen to be largely due to preventative measures put in place by police and the committee and, at times, poor weather.

- **Mobile CCTV update** - Meeting notes with the Clerk, Peter Watson and Luke Parry were circulated in advance of the meeting. Bures Sportsground did not qualify for mobile CCTV this year due to the reduction in incidents and the need elsewhere. This can be reviewed next year. Luke raised concerns regarding the current CCTV and signage and suggested this be removed. The Clerk subsequently spoke to the ICO clarifying the situation and it was agreed that it would remain with the Cricket Clubhouse camera being reinstated as soon as possible.

- **PSPO update** - The PSPO is still in the pipeline and Peter Watson's team would start work on this at Christmas with the view to having this in place next Summer.
- **NHW** – No NHW Co-ordinator for BSM at present, however Mark Smith attended the last market and had signed up additional residents on the Suffolk side.
Cllr Aries will be attending the next Chief Constable online meeting on 06.011.24.

b) Speed Watch Update - The Lt Cornard group has now disbanded. BSM are struggling for volunteers and may need to disband if help is not forthcoming. Cllr Aries has advertised in the post office and parish magazine.

The "20 is Plenty" movement has gained momentum nationally. BH rejected this outright previously and it had been met with a poor response by members of BSM, however this was largely due to misunderstanding and implementation as in Wales. There is the opportunity to pick routes instead of blanketing areas using common sense.

07.09.24 Highway Matters

a) St Edmunds Lane – surface water outside Pilgrim's Rest – Cllr Finch has chased this up again, highlighting concerns with regards to freezing water when the temperature drops. This is based on priority.

b) St Edmunds Lane bank – verge cutting request, Apple Tree Mews disposal of garden waste, telephone pole, pothole repairs – SCC Highways is investigating if the bank can/will be cleared of the dumped garden waste and the additional buildup of vegetation which is causing substantial narrowing of the lane. Letters have been sent to two households regarding the disposal of garden waste over their fences as this is contributing to the problem. Some potholes have been filled that have met the current criteria.

c) B1508 – Sudbury Road standing water Great Bevills – The culvert has been cleared out however as no rain recently it has not been tested. There is no ditch ownership which is required to complement the culvert work. Potholes near Chestnuts/Cropton Cottage are on the list and are duty bound to be inspected within 20 days of reporting.

d) B1508 – Road bridge repairs/resurfacing – The works have been provisionally programmed for Summer 2025. This is likely to take 6 weeks and be scheduled in the school holidays.

e) B1508 – Reconsideration of primary lorry route – Cllr Finch highlighted the added pressure on the A134 this would cause but suggested the PC continue to report problems and gather evidence. The last traffic survey took place over 3 years ago and it was suggested a new survey would be beneficial. Cllr Finch agreed to investigate the criteria required to ensure any survey was acceptable. The volume of traffic could be measured by traffic strips which costs approximately £400 per session. County Cllr Schwier is currently paying for this traffic survey on the Essex side and the PC suggested Cllr Finch cover the cost.

f) ANPR (Automatic Number Plate Recognition) Scheme request for B1508 – The pole on the Nayland Road has now been reinstated, however not in time to benefit from the last ANPR rota. A branch needs to be clipped to ensure an accurate reading and would be followed up with Bradley. New ANPR dates are expected shortly.

g) Wharf Lane – The work on this has been concluded satisfactorily and there have been no further complaints.

h) High Street – UK Power – It was concluded poor communication and misleading signage had led to the issues and disgruntled residents. Power UK have the right to close roads without notice in the case of an emergency, however, Cllr Finch confirmed there is a penalty for leaving signage beyond the work being completed and the permit date. It was agreed this was difficult to enforce and requested Cllr Finch highlight it at his next highways meeting.

i) Church Street and Nayland Road – The Church Street water leak repair has been ongoing since the end of July due to poor management by AW and parking along the coned area. This has continued despite the cones/notices leading to the repair being abandoned on several occasions. Despite contact by the PC, failure to update the board with the correct dates and a highway permit not being issued has halted the work. The latest update is AW will endeavour to carry out the work on 19.09.24, however no advisory letters had been received by residents therefore unlikely.

The water leak on the Nayland Road opposite the car park was completed overnight to avoid problems with the school traffic.

A water leak that has run for approx. 3 weeks on the B1058 (Highview – CO8 5JT) raised concern especially as the water was running clear and would be reported to AW by the Clerk.

j) Nayland Road – Parking and lines – 24a Nayland Road have applied for a white H bar to prevent parking in front of their driveway and in the areas either side, restricting the view to pull out of the driveway. Problems have resulted from the school and football club.

k) Parishioners letter – Crossing points, village speed limit, lorry route etc. – This was highlighted as an example of the concerns by residents of all of the above and would continue to be discussed at future meetings.

Cllr Finch and Cllr Reece left at 8.45pm.

08.09.24 National Grid Bramford to Twinstead – The Secretary of State has approved National Grid's application to reinforce the electricity transmission network between Bramford substation in Suffolk and Twinstead Tee in Essex. Pre-construction survey work has started with wider construction activity beginning in the first half of 2025.

9. Matters arising which do not appear elsewhere on the agenda

a) Bus shelter update

- Grant application – Cllr Aries has resubmitted a grant application to Babergh (75%) however has yet to hear. An application to the BMF has been submitted for £5,000 and hope to hear the end of September.

b) Management of SID (Speed Indicator Device) – This is back in action with the pole being reinstated and the SID went up on 27.09.24 for 4 wks. As this was not in situ in July, Cllr Aries requested the ANPR on the Nayland Road pole on 22.07.24.

c) Governors' Hub – Although free, it was concluded that this has not been embraced by the PC. Cllr Keeble-Fox expressed an interest. This will be taken off the agenda for future meetings.

d) Parish Contractors works list - Circulated (BPAP 2iv) – Charlie Series and his team have done an excellent job especially around Church Square which was looking neat and tidy. There were no funds for the jobs by arrangement such as the Sudbury Road layby (Constable Cottage) or the clearance of the back of Beaumont Close. The "Kill Your Speed" sign does need to be done again as this is a safety issue. One of the hedges along Nayland Road needs cutting back as encroaching on the pavement near the school, however the homeowner was aware and Olly Giles volunteered to assist if required.

e) EV Plug-in application – Cllr Jackson to chase as no update or site visit taken place as yet. Moving the two electric charging spaces to front of the community hall was discussed and would be dependent on the size/space required. Safety concerns were raised with regard to pedestrians however nothing would be agreed without further information.

f) Joint Parish Council Magazine – No update as yet. Cllr Fairbairn to follow up with Daniel Whiffin. The possibility of providing the magazine with "Snippets" every 2 months with updates

from both PCs was discussed. (The deadline is 10th of the month.) Cllr Fairbairn agreed to action for BSM. This would be raised at the BH meeting.

g) Bures Sportsground Food Vans – Both White Gold and Brittens Bites have now completed their trial periods and it had been agreed trading could continue until the end of their year contract. Payments for rent were being requested in lump sums in advance of trading.

The issue of tendering for the above was raised and would be looked at in further detail to ensure compliance with the Committee's Standing Orders and Financial Regulations; further guidance would be sought from SALC.

h) VE Day – May 2025 – Cllr McCrory agreed to follow this up at the next British Legion meeting. The school had shown an interest in being part of the celebrations and were considering dressing up and having fish and chips for lunch as highlighted by NALC.

i) NALC (National Association of Local Councils) Survey re: proposed changes to the NPPF (National Planning Policy Framework) – NALC had suggested possible responses to the 106 questions in its survey regarding the proposed changes to the NPPF.

10.09.24 Planning

a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list

b) To consider a response to any applications received since the previous planning committee meeting:

- **DC/24/04115 - Cornhall Cottage, Sudbury Road CO8 5JP** – Application for Listed Building Consent – Considered urgent works. No objection/comment. (To be submitted by 09.10.24)

- **DC/24/03644 - Highfields Farm, Arger Fen CO8 5BN** - Full Planning

Application - Agreed no change to previous comment. (To be submitted by 07.10.24)

- **DC/24/04059 - Clopton Cottage, St Edmunds Lane CO8 5LA** - Application for works to tree(s) in a conservation area – Awaiting comment from Tree Officer (To be submitted by 03.10.24)

- **DC/24/03886 - 5 Apple Tree Mews, Cuckoo Hill CO8 5HX** – Householder Application – No objection/comment. (To be submitted by 25.09.24)

c) Cuckoo Hill – Entrance to Apple Tree Mews resurfacing of entrance and drain – Cllr Reece confirmed that there would be no site visit until the top coat has been laid. The developer is being chased for an update. It was agreed that the initial work was poor.

d) To report and follow up as required:

- **Chambers Bus Depot/Knowle House** – Still pending

- **Ferriers Farm Barns** – No updated

- **Colchester Road Land Sales:**

1. Water Meadows – Cllr Jackson advised that the land registry paperwork is incorrect. Having spoken to one of the plot owners, they felt “stitched up” on the sale.

2. Sale of plots – No update however a community purchase of the plot including the PRow would be the most appropriate purchase to pursue.

11.09.24 Bures Neighbourhood Plan – Having been delivered to all households in both parish councils, this is part way through the public consultation with the deadline of 28.10.24. This will be promoted again at the next market which Robin Hamilton will hopefully be attending.

Cllr Jackson left at 9.05pm.

12.09.24 Bures Parish Action Plan 2022-23 – Circulated in advance. Cllr Aries requested any aspirational ideas be forwarded as soon as possible as the plan must be agreed at the November meeting.

At 9.30pm, Cllr Aries asked for agreement to continue.

13.09.24 Audit Matters

a) Internal Audit Update– BB engagement letter has yet to be received however expected shortly.

b) External Audit Update – The External Auditor's Report and Certificate 2023/24 has not been received with the following noted:

1. Section 1, Assertion 2 has been incorrectly completed – This draws attention to several instances of Non-compliance with financial regulations in respect of authorisation levels. This has already been noted and addressed with the financial regulations being updated earlier in the year.
 2. Other matters PKF Littlejohn drew attention to were the low reserves highlighted in the internal audit and the clerk's workload. Action regarding the reserves has already been taken and the retention buffer was increased from £5,000 to £7,000 accordingly. The Clerk's workload for the Sportsground Committee was acknowledged at the May meeting and an additional 3 hrs pw was agreed as of 01.07.24, back dated to 01.04.24. The Clerk's hours for BSM appeared to be satisfactory however would be monitored. Queries raised by PFK Littlejohn have been largely regarding the Clerk situation for the Sportsground and BSM. It was agreed confusion resulted due to the various changes of Clerk and payments/refunds made between the two organisations for the salary/pension. This would be simplified next year by a precept adjustment.
- c) Donations/Grant, Training and Environmental Policy** were reviewed and adopted.

14.09.24 Insurance – This will be automatically renewed (as part of a 3yr deal) on 01.10.24 at a cost of £776.62. (A comparison was investigated to ensure this was competitive with Clear Council (Aviva) at £757.56.) The gifted SID, poles and clips have been included on the asset register and on this year's policy.

15.09.24 Finance Matters

a) Finance & Budget monitoring report – Noted and circulated – It was agreed that the new format for payments on the report provided a clearer picture of the finances. It was suggested the format for income be updated in a similar way for the next meeting. The 2nd half of the precept (£16,217.50) has been received from Babergh. It was noted that the Cemetery and Sportsground have both requested their 2nd half precept be paid by 01.10.24 of £2,750 and £4,000 respectively.

b) Bank reconciliation report and verifying bank statements – noted, circulated and duly signed by the Chairman and non-signatory member.

c) To report on progress of change of bank address – Progress appeared to have been made, however to update the statements, the Clerk would visit a branch.

d) Clerk/RFO Sportsground Committee appraisal – Protocol & Policy – A draft document previously circulated was discussed and it was agreed that point 18 should be removed, requiring the Clerk to attend SALC (Suffolk Association of Local Councils) and SLCC (Society of Local Council Clerks) events. The Clerk is currently not a member of SLCC due to the cost. It was agreed that the emphasis should be more on building relationships with other local PCs and sportsground committees.

16.09.24 Correspondence – The following was circulated prior to the meeting and was acknowledged.

News from National Landscapes

ECC adopts new Waste Strategy for Essex

July 2024 Constables County

Essex & Suffolk DaRT and Arrow Taxis

Call for land summit

Town and Parish update from Babergh District Council - August 2024

ECC Highways Highlights June 24

The Essex Community Initiatives Fund (CIF)

SLCC Weekly News Digest – 05.08.2024

Riparian Woodland Management

Public consultation launch: Essex Transport Strategy

Letter from Chief Constable - 9th August 2024

Babergh and Mid Suffolk Joint Local Plan Part 2 Sustainability Appraisal Scoping Report Consultation and Proposed Approach to the Strategic Housing Land Availability Assessment Consultation

Suffolk Police and Crime Panel 2023/24 Annual Report

17.09.24 Reports: Cllrs to acknowledge receipt and present questions by exception

a) Asset report – Cllr Aries – No issues highlighted although BSM and Sportsground Committee members listings require updating on the Community Hall noticeboard.

b) Sportsground (BPAP 3 i) – Minutes circulated in advance

c) Community Centre – Minutes circulated in advance

d) Cemetery – Meeting 09.09.24 – No minutes as yet

e) Jubilee Grove/Transition Group Report – No update

f) Station Adopters – September Report

g) Rights of Way (BPAP 2 ii)

h) Tree Warden (BPAP 2 i) – see planning applications and decisions

i) Primary School – TF

j) Joint Emergency Plan

18.09.24 Brief information & exchange for next agenda items

- BSMPC representatives for BH meetings:

Monday 30th September – Cllr Aries

Monday 18th November – Cllr Jones

- BH Representative for BSM meeting on 21st November 2024 – Cllr Chambers

- Clerk Holiday – November 2024

- Items for the next agenda:

- Reserves and residual balance

- Cricket clubhouse roof

19.09.24 Date of next meeting: Thursday 21st November 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meeting dates agreed: 16th January 2025, 20th March 2025, 15th May 2025

The meeting finished at 10.10pm.