

Minutes of Bures Hamlet Parish Council Meeting
Monday, 18th November 2024
held at Bures Community Centre at 7.30pm

Present: Cllrs J Chambers, M Elder, S Keeble-Fox, S Manning, K McAndrew,
R Shackell, M Welch, S Jones (BSMPC)
In the Chair: Cllr R Shackell
Also present: J Wright (Clerk)

01/11/24 APOLOGIES FOR ABSENCE

Apologies received from Cllr J Aries (BSMPC Chair), Cllr D Holland (BDC) and Cllr P Schwier (ECC).

02/11/24 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.

03/11/24 MINUTES

Minutes of the Parish Council Meeting of 30th September 2024 (previously circulated) were duly approved and signed as a correct record.

04/11/24 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

County Councillor: Cllr Schwier not in attendance to present a report. However, all correspondence between meetings from Cllr Schwier have been circulated.

District Councillor: Cllr David Holland not in attendance to present a report. However members expressed their grateful thanks to him for his persistence to press for the protection of the water meadows from inappropriate development plus the implementation of an Article 4.

Bures St Mary Parish Council: Cllr Jones reported on the following: Clerk's appraisal completed satisfactorily. Olly Giles has agreed to be elected on to the parish council at the meeting on Thursday. Cllr Taylor has resigned and therefore 2 vacancies still remained. Concerns have been raised regarding the current plans for Central Stores to become a 'Nisa Local'. Lighting strips installed are seemingly unsuitable for a Conservation Area. Alcohol licence submitted which if granted may not assist the parish council in its ongoing aim to abate ASB in the village.

05/11/24 POLICE MATTERS

a) Issues raised with Community Policing Teams: Brendan McKenna is the new Suffolk CPT Officer for the area. Tammy Blest, North Essex Fraud Prevention Co-ordinator attended the October market. Suffolk and Essex Police Officers invited to attend the December Christmas market. Parking notices still being put on vehicles by a local resident. Police following up.

b) SpeedWatch: Cllr Jan Aries, CSW Lead Volunteer's report has been circulated prior to the meeting. Currently the team has 8 volunteers. Sudbury Town Council Community Warden Team is to discontinue managing the SID from 31st March 2025 owing to internal resource issues. This will have an impact on Bures Hamlet Parish Council's decision to proceed with the application for SID pole at Colchester Road. Members unanimously agreed not to proceed.

06/11/24 HIGHWAY MATTERS

Members noted that all LHP applications must be completed via a new online submission scheme.

a) LHP request for a safer crossing point: Cllrs Keeble-Fox and Shackell to prepare a petition for signing by interested residents at the Christmas market in December. Also to gain support from the primary school parents with a view to submitting a request to the Local Highways Panel for a safer crossing point at Colchester Road.

b) Water Lane pedestrian safety: A TRO for double yellow lines at the junction and a single yellow line along Secretaries boundary wall had been rejected by residents and subsequently by Parking Partnership. A further TRO to be submitted to NEEP in 2025 for double yellow lines only at the junction.

c) Water Lane flooding issues: Nearby landowners had cleared their ditches of vegetation. A works order raised for ECC Highways to clear the brook. Environment Agency to be on site when works undertaken. Drains jetted on two occasions recently. Damage to pipes found and in hand for repair.

d) Joint Working Party on Local Planning and Traffic concerns: Cllr Elder advised that she had offered to join the WP but no further action has yet been taken.

e) Traffic congestion on market days: Some residents remain concerned. BCLT have installed advisory signs to park at the station and claim the carpark fees at the market stall. However members considered that this information needed to be more visible. Clerk to discuss with Gill Jackson. Police invited to attend the December market to observe parking issues. Often the congestion is exacerbated by drivers leaving the football and travelling home through the village.

f) Joint use of SID: See Agenda Item 5 (b).

g) Bus shelter licences: A retrospective process to register all bus shelters on Highways land being actioned by ECC. Clerk to register the two Colchester Road bus shelters.

h) Fairer charges at Bures Station: A letter requesting Greater Anglia to consider a more varied tariff for Bures has been submitted. However Greater Anglia remained uninterested.

i) 30mph extension Lamarsh Hill: The LHP request remains at Validation stage. Cllr Holland advised that LHP requests for small projects are to be separated from the many larger projects submitted to hopefully quicken the system.

j) Middleton Road to Lamarsh Hill: Members remain in support of Cllr Holland's proposals for a 40mph speed limit along the Henny Road which is predominantly subject to a 60mph limit. The proposals remain in the Local Highway Panel process.

k) Bridge Street resurfacing: Scheduled for January 2025.

l) Station Hill tree root: Remains in system. No repair date scheduled.

m) Colne Road permissive path: Cllr Keeble-Fox has been made aware that a school uses the dangerous stretch of Colne Road to access the archery centre from the train station. She would investigate numbers and times and discuss with landowners whether a Permissive Path could be created along that section.

07/11/24 PLANNING

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

b) Applications requiring consideration at this meeting:

24/02278/HH Mayflower, Lamarsh Hill – no objections.

24/02307/TPOCON No. 44 The Paddocks - Parish Tree Warden to visit site and offer comments.

24/02408/TPOCON No.19A Station Hill - Parish Tree Warden to visit site and offer comments.

c) Colchester Road land sales: Two illegal accesses created off the Colchester Road. Signs have been damaged – reported Ref 2939426. Land under a BDC Enforcement Case. BCLT remain interested in managing the water meadows if the land became available to purchase again. Cllr Holland continues to press BDC to make an Article 4 Direction on the land however this appears highly unlikely now.

d) Jubilee Grove:

1) Update: Cllr Shirley Keeble-Fox reported that mulching and tending of the trees had taken place this autumn. Transition Group looking to planting more trees and creating a wildflower area. Accessibility path to be created. Grants to be applied for.

2) Open Spaces Fund: Cllr Keeble-Fox has applied for a grant to install hedgehog houses plus plants to encourage butterflies and bees. Emma Black, National Landscapes Project Officer to visit a Bures Primary School morning assembly. Cllr Keeble-Fox to hold a volunteer session at the Grove on 30th November to build the hedgehog houses.

e) FP1,3 & 4: Cllr Keeble-Fox is attempting to re-open a route which was closed during excavations for WW11. This project has been an ongoing matter for numerous Parish Path Representatives over the years and has been unsuccessful to date. Cllr Keeble-Fox to keep members updated on her progress.

f) Ferriers Farm Barns: Site owners are looking at commercial use for the barns. No further update.

g) Chambers Bus Depot site: Second remediation strategy submitted and approved. Amended plans submitted to Babergh showing the external installation of ASHPs (air source heat pumps) to the dwellings. No further update.

h) Apple Tree Mews: Access drive to estate now complete.

i) BDC Local Plan Review: A revised timetable outlining a further round of public consultations scheduled for early January. Laura Atkinson Rural Housing Officer checking on the current S106 Housing Agreement for Clarion Housing.

j) 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 to Twinstead Tee in Essex. Pre-construction survey work has begun with wider construction activity beginning in early 2025 and planned to be delivered by 2027.

08/11/24 MATTERS ARISING

a) BDC Open Spaces Plan: Members agreed no further update required for 2025.

b) Bleed kits: See Agenda Item 14 Clerk's Report.

c) Food waste collection: As the parish council has a Street Clean Agreement with BDC the Clerk confirmed that there would be no change in food waste collection services for the parish.

d) Floral boat display: See Agenda Item 14 Clerk's Report

e) Normandie Way playarea hedge: The parish contractor has completed the winter maintenance cut. From 2025 this item will be removed from JPB Landscapes contract as the resident of No. 32 has offered to take this maintenance work on.

f) Lamarsh Hill bungalows: An Eastlight Housing electrician has agreed to inspect the lighting in the carpark under raised job number RR236773. Concerns also raised regarding some garden overgrowth – reported to the Estate Manager.

g) Raising volunteer awareness: Clerk advised that this matter may be followed up with the St Mary PCC which is considering holding a Volunteer Awareness Roadshow in the spring.

09/11/24 DRAFT BUDGET

The 3 year draft budget 2025-28 was presented to the members. The BDC 2024-25 precept to remain as previous year at £32,817. Contributions to the Sportsground Committee and Cemetery Authority to also remain as per previous year, £8,000 and £5,500 respectively. Project budget expenditure to be increased to £2,000 plus £2,000 earmarked for future street lighting projects. The draft budget was approved with 6 votes for and 1 abstention.

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

10/11/24 AUDIT MATTERS

- a) External Auditors report for 2023/24 Accounting Statement received with one matter arising. This has been noted for the 2024/25 audit and the Financial Regulations duly amended.
- b) Notes from the Internal Audit Review meeting of 7th October circulated and noted.
- c) BB Business Associates Letter of Engagement for the 2024/25 internal audit duly signed and returned.

11/11/24 FINANCE MATTERS

Business Instant A/C balance: £16,155.56 Treasurers Account balance: £1,439.59

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 5th November 2024 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) NALC Clerk's National Salary Award for 2024/25 accepted. Clerk's salary to be adjusted in line with the Award.
- d) Lloyds Bank advised of changes to the Community Account commencing January 2025. Key changes being £4.25 monthly fee to be applied plus fees for electronic payments, DD, cash and cheque payments.
- e) The Clerk had obtained the relevant information on Utility Aid Services with an aim to improve the electricity provider for the parish council. Utility Aid currently undertaking a market search for renewable energy options.
- f) The rate of employer NICs to increase from April 2025. Clerk to check if any implications for the parish council.
- g) Business Banking Resolution Service to close – noted.

12/11/24 POLICIES FOR REVIEW

The following policy was duly reviewed - Press and Media.

Information on the new duty for employers to prevent sexual harassment in the workplace had been circulated. It was agreed that the parish council has sufficient policies in place to cover this new duty.

13/11/24 JOINT NHP AND JOINT PARISH PLAN 2024-25

- a) **Joint NHP:** On behalf of both Babergh DC and Braintree DC a Joint SEA/HRA Determination Notice has been issued. All resident responses have been addressed by the consultant. A Steering Group meeting is scheduled for the 5th December to discuss the public consultation with the consultant.
- b) **Joint Parish Plan 2024-25:** A draft of the plan circulated prior to the meeting was accepted by those members present. Cllr Shackell agreed to write a snippet page for the parish magazine of this meeting's matters arising. Cllr Elder to do the same for the January meeting. Items still ongoing: website/facebook and parish magazine improvements.

4 Bures Hamlet Parish Council meeting minutes 18.11.2024

c) Gov.uk domain: Members agreed in principle for the Clerk to follow up on having a gov.uk.domain for the parish council. She would investigate further with One.Suffolk and report her findings at the January meeting.

14/11/24 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

The following correspondence was discussed and action taken as required.

Bleed Kits: Three bleed kits have been offered to the village by the Daniel Baird Foundation. The parish councils still to agree sites. The kits would be supplied free however there would be a charge to house and install them. Grants offered from both County Councillors. Training session for November has been cancelled. Will be rebooked for early 2025.

Floral boat display: The boat kindly donated by Geoff Davies now sits on the Normandie Way grass splay. It is bedded out with winter plants. Thanks to Colin and Ruth Lorking. Also thanks to Karl Weavers for the supply of top soil free of charge.

Station Hill garden: Autumn leaffall cleared. Winter bedding completed. £100 donations received from residents for future spring bedding.

15/11/24 REPORTS - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

Asset Report: Cllr Manning had circulated her report prior to the meeting. Bus shelter dusted down. Village sign surround to be painted in the spring. Display board at riverbank in need of a clean. Bollard lamp along the The Paddocks footpath not working. Clerk to follow up on items raised.

Cemetery Authority: Draft minutes of the meeting of 9th September 2024 circulated, published on the parish council website and available to view online. Next meeting - 13th January 2025.

Sportsground Committee: The draft minutes of the 14th November 2024 circulated, published on the parish council website and available to view online. Next meeting - 9th January 2025.

Community Centre: Minutes circulated from last meeting to members.

Rights of Way: Cllr Keeble-Fox had circulated her report to members. This has been published on the parish council website and available to view online. Quote to be obtained from Nigel Norton to clear the section of FP30 nearest Tenterfield.

Primary School: Cllr Fairbairn had circulated an update for members and this has been published on the parish council website and available to view online.

Station Adopters: Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website and available to view online.

Bures Common Land Trust: Anthony Robert's A Christmas Carol to be held at the Barn on 19th December. It is hoped all funds raised will go towards the costs of installing a bus shelter at Bridge Street. Cllr Keeble-Fox has formally agreed to attend meetings of BCLT on behalf of the parish council when invited.

Tree Warden: See Planning applications and decisions.

16/11/24 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda item: To discuss celebrating VE Day 80th Anniversary 9th May 2025.

17/11/24 DATE OF NEXT MEETING: Monday 20th January 2025 to be held at the Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2025: Monday 17th March, APM 24th March, AGM 19th May, 14th July, 15th September, 17th November

Cllr Shackell noted that he would be on holiday for the 19th May AGM. Clerk agreed to re-arrange if possible.

The meeting closed at 9.50pm

Signed:

Chairman

Date