

**Minutes of Bures Hamlet Parish Council Meeting
Monday 20th March 2017 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 (Bures St Mary PC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 3 members of the public

1/03/17 APOLOGIES FOR ABSENCE

Apologies received from Cllr D Matthews (unwell). Apology duly accepted.
Apologies also received from Cllr W Scattergood (BDC) and Cllr D Finch (ECC).

2/03/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
None declared.

3/03/17 MINUTES

The minutes of the previous Parish Council Meeting of 16th January 2017 were approved and signed as a correct record (previously circulated).

4/03/17 RECOGNITION OF LONG SERVICE COUNCILLOR MATTHEWS

Chairman Cllr David Lee formally recognised the outstanding long service completed by Cllr Derek Matthews to the parish. He remarked on Cllr Matthews' achievements during his time as Parish Councillor and Vice-Chairman. He noted to the members that there would be a celebration to mark Cllr Matthews retirement from Bures Hamlet Parish Council following 48 years as a parish councillor on the 25th March to which all past and present councillors had been invited.

5/03/17 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 3 members of the public present.

George Barnham Co-ordinator for Bures SpeedWatch Team reported that owing to the declining number of willing volunteers the scheme would be unable to continue unless more interest was shown. If no volunteers came forward then the Scheme would be disbanded and equipment returned to Essex Police. It was agreed to earnestly advertise as Bures SpeedWatch played an extremely important part in combatting vehicle speed through the village. The Chairman thanked George for all his hard work over the past few years.

6/03/17 POLICE

No police representative in attendance as per current force directive.

Weekly police reports circulated.

Details of Essex Police upgrade of information via ECM Messaging, NHW, Facebook - circulated and noted.

PCC Consultation on the way Essex Police and Essex County Fire & Rescue Service is governed – circulated and noted.

7/03/17 COUNTY/DISTRICT COUNCILLOR REPORTS

Initial survey for the Town & Parish Governance for the Braintree District had been circulated. Bures Hamlet Parish Council considered that its current number of Councillors and Ward area should be maintained. Clerk to respond accordingly.

County Councillor Report

Cllr Finch had given his apologies for the meeting and therefore no report presented. Chairman David Lee thanked Cllr Finch in his absence for all his assistance in progressing numerous parish highway matters during the past year.

District Councillor Report

Cllr Scattergood had given her apologies for the meeting and therefore no report presented.

8/03/17 HIGHWAYS

- a) **Central refuge at Colchester Road/Bridge Street** – the Chairman reported that the works had improved safety for pedestrians. No dropped kerb installed at Station Hill corner but it was suggested that this matter may be followed up once all planned works in the vicinity had been completed. Extra drainage installed but still to be assessed during extreme flooding. Parking issues had been resolved with a bollard installed to prevent parking on the pavement.
- b) **Bridge Street footway & dropped kerb** – the Clerk had been in contact with Jamie Page, Highways Engineer for Ringway Jacobs to gain confirmation of planned works. Resurfacing planned for both pavements in Bridge Street. Dropped kerb at No 3 to be raised plus height of lowered kerb line leading up to and after the tactile paved crossing point on the Common side to be increased. New pavement section to be constructed adjacent No. 1. All works as a priority for April 2017.
- c) **Footway outside Swan PH** – new owners of the site had been in contact with the Clerk to discuss their plans for improving the part of the footway within their front boundary. Waterproofing and backfilling to front walls and tidying of footway to 1 metre in hand. Clerk had written to Highways to discuss resurfacing for the remainder of the pavement under its responsibility.
- d) **Colchester Road/Water Lane flooding issues** - the owner of the corner cottage in Water Lane had cleared the debris in and around the ditch. Extra drains installed at Station Hill. All drains in the immediate vicinity had been cleared by BDC. Clerk to report two blocked drains at Colne Road.
- e) **Bus shelter** – members considered the request for a shelter on the Essex Knoll. Issues on sight line, loss of view across the Common, available space and style of shelter were raised. Clerk to discuss with Passenger Transport before any decision could be made.
- f) **Anglia Level Crossing Reduction Strategy** - objections to the proposed closure of E54 The Paddocks railway crossing had been submitted both under Phase 1 and Phase 2 of the Public Consultations. Network Rail was due to submit its application under the rules of the Transport and Works Applications and Objections Procedure to the Secretary of State for Transport on the 3^{1st} March 2017. Further representations could be made up until 12th May 2017.
- g) **Footpath at No. 4 Lamarsh Hill** - the matter still being assessed by ECC Legal Services. Clerk agreed to follow up.
- h) **Damaged sign at Mount Bures junction** – now repaired.

9/03/17 ITEMS FOR UPDATE AND FOLLOW UP

- a) **Vacant garage site** – nothing further to report to date. The site to be included within the Joint Parish Plan as this would show an evidenced based need to discuss options with the current site owner.
- b) **Assets of Community Value** – BHPC had agreed not to progress any further ACV nominations for BH but BSMPC was currently progressing an ACV for the Three Horseshoes PH with the consent of the owner. Any ACVs to be included within the Joint Parish Plan.
- c) **Joint Emergency Plan** – Tim Underwood still progressing the plan forward with the Clerk's assistance. A meeting with Emergency Planning Officers from both District Councils to be arranged.
- d) **Joint Parish Plan** – a community event held on the 27th February had been extremely successful. Cllr Lee expressed his grateful thanks to the organisers. A list of priority needs and aspirations for the village had been drawn up. Next meeting for Core Group and Volunteers scheduled for 21st March to discuss production and distribution of a questionnaire to all residents.
- e) **Gateway entrance signs** - £2,000 had been earmarked and the Clerk would investigate whether there was enough highway verge space for the signs to be installed.
- f) **Lighting at Lamarsh Hill bungalows** – sensor installed at No. 15 as previously agreed. However property No. 21 being vacated and therefore its planned works currently on hold.
- g) **Electricity cable undergrounding at Station Hill** – Dan Dobson of Network Operations confirmed that he had received the consents required to replace the overhead electricity line in Station Hill with underground cable. Works programmed for 2017.
- h) **Bollard lamp at The Paddocks footway** – underground fault had been repaired by UK Power Networks. New photocell, re-plumbing and concreting completed by A & J Lighting – cost £144.75.

10/03/17 GROUNDS MAINTENANCE CONTRACTS

It was agreed to continue with Nigel Norton as he had given excellent work to the parish council during the past year. It was also agreed to extend the contract until 31st March 2019 if he was willing to hold his current prices until that date. Clerk to follow up with Nigel Norton and if agreeable would draw up the new contracts for signing.

All risk assessments and insurance documentation in order and held on file.

The Clerk had received no notification of the maintenance grants for 2017/18 from either Greenfields Housing or Braintree District Council. Agreed to follow up.

11/03/17 PLANNING

All applications received and comments made – see attached list.

Local Plan Update No. 4 February – circulated and noted.

Key points of the Government Housing White Paper plans to reform the housing market – circulated and noted.

12/03/17 RIGHTS OF WAY

Report from Hugh Turner, Parish ROW Officer had been circulated and noted. Clerk to follow up on matters raised.

A request from a parishioner had been received to urgently follow up with ECC for adequate remedial repairs to Byeway 25 Colne Road to Balls Road. Clerk to follow up.

FP Nos.1, 3 and 4 at Ferriers Pit – still an ongoing matter between ECC and the landowner. Members confirmed that they would prefer to continue to pursue for a designated route rather than improved access.

Deed of Dedication for permissive footpath adjacent to Brook House Road now forwarded for the County Seal of approval.

13/03/17 FINANCE

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

Bank reconciliation dated 11th March 2017 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

Following the resignation of Cllr Matthews a further bank signatory was required. Cllr Mike Welch agreed and the Clerk would follow up on the Bank Mandate Change.

14/03/17 DONATION REQUESTS

Requests for donations were considered from Essex Air Ambulance, Bures PCC, Marie Curie and the AONB.

The following donations were agreed: £200 Bures PCC for parish magazine costs, £70 to Ferriers Barn and £100 to AONB.

15/03/17 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

Cllr Lee had accepted an invitation from Cllr Graham to attend the Mount Bures Annual Assembly on the 8th March. A report from the meeting was read and held on file. An invitation had been sent to Cllr Graham to attend the Bures Joint Annual Parish Meeting on the 30th March.

It was agreed that the Clerk could arrange for further autumn bulb planting at Station Hill.

16/03/17 PHYSICAL RISK ASSESSMENT

Cllr Carol Barnham had circulated her report prior to the meeting and all assets reported in a very satisfactory condition. She had cleaned down the seats in the new bus shelters and had suggested that this could be done at each asset check. Dog waste bins at Bakers Hall and Normandie Way needed emptying. One bench along near river needed to be varnished.

17/03/17 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

EALC Legal Update No. 1 February 2017 – circulated – this included details of the Equality Act 2010 and the need for an Equality Policy. It was agreed to adopt a policy for Equality and Equal Opportunities. Clerk to draft for agreement.

LN44 Trespass to Land and the Criminal Justice and Public Order Act 1994 – circulated and noted.

18/03/17 REPORTS

Bures St Mary PC: Cllr Mike Welch agreed to attend the next meeting on the 23rd March.

Cllr Aries reported that new traffic regulations had been implemented on the B1508 and majority of motorists appeared to be abiding to the speed restrictions.

Cemetery: Cllr Lee reported: Annual site meeting held early March. Skip area now screened and access via St Edmunds Lane working well. New field gate to be erected for access to the skip area. Two trees at top of main drive continuing to be monitored. 2 headstones to be repaired. Members had considered the need for a scattering of ashes area but it was agreed not to follow up on this.

Sportsground: Cllr Welch reported: Morpheus Project still delayed by the manufacturers. Members had agreed to request reimbursement of deposit and cancellation of the project if no imminent installation date confirmed. A suggestion of re-siting the Coronation Shelter to the Essex Knoll had been put forward but it was agreed not to follow up on this.

Community Centre: Cllr Crowe reported: There had been damage to the roof during the recent storms but the necessary costs would be covered via the Community Centre's insurance. The new curtains erected across the Garrad Room doors to eliminate noise from the main hall had not been successful. Stacking trolleys had been purchased to store chairs for use in individual rooms. Health and safety issues on the trolleys still being assessed.

Station Adopters: Report circulated. New ticket machine and information screens had been installed. Unfortunately damage had been made to the garden area during the excavations. The parish council agreed to formally complain to Greater Anglia for the lack of communication on the timings of the work. Penalty fines now in place for those not purchasing a train ticket.

Transport: Cllr Welch had attended the DaRT 3 meeting in February. Upgrades to the telephone and booking system were helping to continually improve the scheme. It was noted that residents in Bures St Mary had free access to the DaRT but only within the boundary restrictions of the scheme.

Tree Warden: Nothing to report.

Bures Primary School: The Head Teacher had recently resigned. Interim Head currently in place until new Head appointed in the autumn.

NHW: Newsletters circulated regularly. Several van and landrover thefts reported. Also theft of the eggs plus the money box from the stall at Fysh House reported.

Bures Common: Restoration of the barn was now a community project with local craftsmen willing to carry out the necessary work to make the barn safe and useable. Cost of materials to be raised from the monthly markets income and fundraising events. Change of use from agricultural to be applied with a view to installing a kitchen and toilet.

19/03/17 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

The following representatives were agreed:

Cllr Welch – 19th May, Cllr Wilson – 20th July, Cllr Barnham – 21st September,
Cllr Crowe – 23rd November, Cllr Kennett – 18th January 2018.

20/03/17 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

21/03/17 DATE OF NEXT MEETING

Joint Annual Parish Meeting - Thursday 30th March 2017 - to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2017/18: 15th May (AGM), 17th July, 18th September, 20th November 2017 and 15th January 2018.

The meeting closed at 9.30pm

Signed:

Authority Chair:

Date:

