

**Minutes of Bures St Mary Parish Council Meeting
Thursday 19th September 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, L Alston, J Aries, T Fairbairn, J McCrory,
S Pentney, M Baker (BHPC), Cllr J Finch (SCC), Cllr M Barrett (BDC)
In the Chair: Cllr Gill Jackson
Also Present: Mrs J Wright (Clerk) plus 8 members of the public

Members held a minutes silence in remembrance of Dennis Ambrose, former Bures St Mary Parish Councillor and stalwart member of the Bures Sportsground Committee who had sadly died a few days previously.

1/09/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr Saer (work commitment) and Cllr Warren (personal). Both apologies accepted by those members present.

2/09/19 CO-OPTION

Mrs Julie Brice was duly co-opted as agreed at the July parish council meeting. She was invited to join the table and the Declaration of Acceptance of Office duly signed.

3/09/19 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.

4/09/19 MINUTES

Minutes of the Parish Council Meeting of 18th July 2019, (previously circulated) were approved and duly signed as a correct record.

5/09/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

Mr Butcher advised the members that Keep Beautiful Bures was formally registering as a Charity. Mrs Frewin referred to the ongoing issues regarding the Cuckoo Hill site and expressed her disappointment with BDC whom she considered had lacked transparency and integrity throughout the planning process. A number of concerns were raised by the public regarding the recent BDC Planning Committee decision to approve Plots 1 – 4 and the Chairman noted that these would be considered at Agenda Item 8c. The Chairman also confirmed that a Joint Parish Council Planning Committee meeting would be held prior to the pending Inquiry scheduled for November.

District Cllr Barrett's report had been circulated. In particular she reported on the proposal to rebrand BDC to South Suffolk Council. A Briefing Note had been circulated to all parish and town councils and BDC would be compiling a full business case before any decision was made. The parish council advised Cllr Barrett that it considered the proposal totally unnecessary and a huge cost burden to the public.

County Cllr Finch's report had been circulated. In particular he reported on the Fostering and Adoption session to be held at Bures Community Centre on 29th October at 7.30pm.

He also noted that he had been unable to attend the BDC Planning Committee meeting for Cuckoo Hill and regrettably his presentation video had not been viewed at the meeting. His questions regarding access to the Cuckoo Hill site remained unanswered but he would continue to press for a response from BDC on behalf of the parish.

6/09/19 POLICE

- a) All police reports and police meeting dates circulated and available via the Suffolk Police website.
- b) The Chairman and Clerk to meet with Sgt Allard of the Suffolk Community Police Team to follow up on the ASB issues over the summer months. The Chairman suggested members should email the Clerk with any matters which they considered should be raised at the pending meeting. The Clerk received regular updates from the Essex CPT and the Suffolk CPT should be encouraged to forward its own regular updates to the Clerk.

7/09/19 HIGHWAY MATTERS

- a) SCC Highways Community Self Help Launch – Volunteer Ken Jackson had received his SQA Signing, Lighting and Guarding certification. The parish contractor attending a session for his certification on the 18th September. This would allow the parish council to undertake works as specified in the Self Help Scheme.
- b) C733 traffic calming measures – SCC Highways confirmed that its policy was to not implement a lower speed restriction on countryside roads. The Chairman suggested that homemade signs although not legal were as effective to encourage motorists to reduce speed. It was agreed to follow up on circulating 20s plenty wheelie bin stickers to concerned residents if considered an alternative initiative.
- c) Footpath from Nayland Road to Pikes Marsh – the footpath remained under a 3 party ownership. Clerk to investigate if all parties would be happy for the parish council to follow up on a proposal for SCC Highways to adopt the footpath and secure future maintenance and lighting. Matter still ongoing.
- d) Grit bins – the Clerk had forwarded a map of the 5 parish grit bin locations to Suffolk Highways as requested. SCC to restock the grit bins on request. The 3 heaps at the laybys would not be replenished. However the parish council could consider purchasing grit bins for those locations. It was agreed to monitor.
- e) Christmas lights – Cllr Finch confirmed that permission would be granted for the poles to be erected along the road bridge railings.
- f) Catering van – complaints had been followed up regarding the obstruction of the highway at Claypits Avenue. The Housing Officer had confirmed that the offending catering van would be relocated within the property boundary.
- g) SCC Highways works – the line marking of the disabled bay at Church Square had been repainted. Some potholes repaired at St Edmunds Lane – to continue to be monitored. A halt sign ordered for entry on to the B1508 from Church Square.
- h) SCC Passenger Transport timetables – still waiting on further information regarding the updating of the timetables.

At this point Cllr Finch left the meeting.

8/09/19 PLANNING

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

b) Applications requiring consideration at this meeting: None.

Other planning matters for reporting on:

Cuckoo Hill site: The Chairman confirmed to all present that a Joint Planning Committee meeting would be convened to prepare for the pending Appeals for the site. Members expressed a number of concerns regarding the BDC Planning meeting of the 28th August and the decision made to approve the applications for Plots 1 – 4. In particular a) The reporting of certain information and how this may have affected the decisions made by the BDC members. b) Discrepancy on ownership of access for the site. c) Inaccuracy of Land Registry documentations used. It was agreed to inform BDC of these concerns and request that the applications be reheard at a future BDC Planning meeting and the decision of the 28th August withheld until the access issue had been properly investigated.

At this point Cllr Barrett left the meeting.

Land to rear of Cambridge Way: The lease with the current tenant expired on the 30th September. A further 1 year lease had been agreed instead of the usual 3 year term which would allow BDC to put out to public consultation the Business Plan proposed by the BCLT for use of the land as a Community Woodland. BDC had not considered it feasible to arrange the legal public consultation before the lease expired.

Garage site: Application No. 18/02253/OUT – permission had been granted. However the site remained for sale. Members suggested the Clerk contact BDC to remove any vehicles abandoned on the site.

Land to rear of Parsonage Hill: Application No. 18/02201/REM – revised plans submitted for a mix of 9 dwellings – some preliminary work had begun on site. Clerk to contact BDC for current status of development.

The following Enforcement Cases were reported on:

Enforcement Case 17/00321/COU Knowle House (formerly Chambers Bus Yard) – a retrospective planning application had been submitted for change of use to Mixed Use of B1, B2, B8 uses (Employment and Residential). Objections raised by the parish council. A new acoustic test to be undertaken resulting in a delay of any decision on the case. The parish council had undertaken a survey to establish if residents living in close proximity of the premises were being affected by the works. Responses being collated with further survey forms to be circulated. Parish Council to present a response at the pending BDC Planning Committee meeting.

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – the Investigating Officer regularly visiting the site. Under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Ongoing.

Barns at Over Hall – the BDC Heritage and Design Officer was investigating whether the barns at Over Hall should be included on the Buildings at Risk Register.

9/09/19 BURES PARISH ACTION PLAN

The following Joint Working Party reports were presented at the meeting:

a) Highways & Parking: The WP had met on the 6th August. Cllrs Jackson, Aries, Fairbairn and Baker in attendance. The WP had resolved to concentrate on speeding, parking, signage and crossing points. Items for follow up: a) Village entrance signs and planting of hedges to mark the entrances to slow traffic. Chairman suggested a trial initiative for the Nayland Road entrance. b) Parking issues at Water Lane to be addressed by placing suitably worded leaflets drawing attention to Rule 243 of the Highway Code. c) Crossing point at primary school – a letter to be sent to the Headteacher requesting parents to be asked whether they value the crossing or whether the railings should be removed. d) A crossing point at Colchester Road to be followed up again. e) Trade waste bin for the Essex Knowle being followed up by the Clerk.

The parish council agreed to investigate the cost plus look at suitable verge sites for the proposed village entrance gates.

b) Retail: It was agreed to set a date for the WP for early October. Cllr Brice agreed to join the WP.

c) Street lighting: Cllrs McCrory, Saer and Shackell to inspect all street lighting in the village and put forward suggestions for improvement in areas not considered well lit.

10/09/19 MATTERS ARISING FROM PREVIOUS MINUTES

a) SALC Award: BSMPC had been named Winner of Small Village Award. Chairman and Clerk to attend the presentation at Stowmarket. Chairman to arrange an event at the Common to display both parish council's memorabilia to the public. It was also agreed to follow up on a permanent display case in the foyer of the Community Centre.

a) Speed Watch Scheme: Cllr Aries reported that she had received volunteer application forms, scheme briefing notes and confirmation of the agreed 3 sites to operate from. However the parish council was required to purchase the equipment – cost £1,200. Cllr Aries was waiting on whether the grant application to the BMF had been successful. Cllr Finch had forwarded further funding information and parish equipment sharing initiatives to the Clerk.

b) Pikes Marsh estate:

BDC Lease - BDC had confirmed that it was now in a position for the lease to be drawn up to transfer the play area to the parish council. Nothing further to report.

S106 contributions – the contributions still to be released. Further S106 contributions confirmed as available for parish use. The outstanding S106 contributions allocated to Pikes Marsh could be set against another project for the parish if preferred.

Footpath and ditch – Parish Contractor advised that he had outstanding works in hand.

c) Superfast Broadband: Cllr Fairbairn continuing to follow up regarding limited internet service at various locations in the parish. Matter ongoing.

d) Walks leaflet: Both BDC and SCC Councillor Award grant applications for printing costs had been successful. Cllr Aries submitted a report on the progress of the leaflet to all members. Designs currently with Suffolk Digital for editing. BDC award may be used for a second style leaflet.

e) Social Media: Cllr Baker and the Clerk continuing to follow up with a view to improving communication between the parish council and its community. Both to attend a Social Media course in October. The Snippet page in the magazine was proving a worthwhile initiative. The Clerk agreed to include the parish council website address on all future pages.

g) Member surgeries: Member surgeries held at the monthly Bures Markets continued to be well received by residents. Lanyards had been purchased for members to wear at the surgeries. Cllr Baker reported on recent matters raised and being followed up – 3 highways items – pothole at Water Lane, sunken manhole cover and nuisance kerb both at Lamarsh Hill.

h) Riverside information boards: Clerk waiting to hear if the BMF grant application had been successful. If so then the BMF logo to be added to the designs. Spingold ready to print either with or without logo.

i) Website accessibility: Clerk following up to ensure compliance.

j) Local Council Award scheme: The Clerk had downloaded the information to apply for the Foundation Award for the parish council. The Clerk was required to have obtained 12 CPD points. She advised that she would obtain the required points this year.

k) Emergency Plan: Ongoing with the Clerk and BDC. Amendments to be submitted by the end of October.

l) Parish contractor works: Works list circulated to members. (Attached). Highway works training and weed spray certification both in hand for the parish contractor.

11/09/19 FINANCE

Business Access A/C balance: £16,879.37

Community A/C balance: £5,725.56 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 13th September 2019 – circulated, noted and attached.
Corresponding bank statements - circulated, noted and attached.
Duly signed by the Chairman and non-signatory member.
- c) The Financial Regulations updated as per NALC recommendations and approved by those members present.
- d) A draft Policy for Donation and Grant requests had been drawn up. It was agreed all requests should be considered annually at the March meeting of the parish council. The application form should be simplistic. The Clerk to submit a revised version for approval at the November meeting.
- e) Insurance renewal and amendments to Asset Register approved.
- f) PWLB lighting loan statement circulated.

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

12/09/19 AUDIT MATTERS

- a) External Auditors approval of 2018/19 accounting statements received with one matter arising followed up with Internal Auditor – noted and accepted
- b) Internal Audit Review meeting to be held on 28th October, 6pm – Cllr Pentney, Cllr McCrory, Clerk and Internal Auditor to attend.

13/09/19 CORRESPONDENCE

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

Notice of Public Consultation – Babergh and Mid Suffolk Joint Local Plan Consultation

- 22nd July to 30th September – Cllr Aries had attended the exhibition and noted that many of those attending had raised the importance of good infrastructure to be set in place when new build being considered

Notice of publication of Babergh Five Year Housing Land supply Position Statement and Joint Annual Monitoring Report

Notification of CIL Bid round No. 4 1st October – 31st October – to submit a bid to install fencing at the main playarea

Notification of new CIL Regulations and abolition of CIL Regulation 123 Lists

SALC Review of governance arrangements and constitution consultation

Information on the AONB project – Improving the Stour Valley for Visitors

14/09/19 REPORTS.

Assets Report: Cllr Pentney reported all assets in a satisfactory condition. Waste bins at the laybys at Sudbury Road and Clickett Hill had been removed – Clerk to amend the inspection form. Grit bin at Eves Orchard needed topping up – Clerk to notify Highways..

Bures Hamlet PC: Cllr Baker reported: Pavement to the front of the Eight Bells PH to be repaired under the County Members Led Footways Initiative. Applying for Absolute Title registration for the Essex Knowle. New bench installed at the Essex Knowle. A trade waste bin to be hired to ease the excess waste generated from the markets and the fish and chip trader.

Cemetery: Cllr Aries reported: Spring bulbs being planted under trees and hedge lines. This was a Cub Badge project with costs met by the Authority. The Chairman and Clerk had attended 2 cemetery management courses. The lime trees to be pruned. Memorials to be inspected for stability every 5 years by a qualified stonemason.

Sportsground: Cllr Jackson reported: Noah's Ark had received a SCC grant for improvements to its outside play area. A lease had been drawn up and agreed between Noah's ark and the Sportsground Committee for use of the play area. Numerous asset repairs over the summer months. Pickleball well supported at the tennis courts. A grant to be applied for to fence off the main play area. Committee considering a use for the old roundabout.

Community Centre: Cllr McCrory reported: New Letting Secretary now in post. Online bookings available as well as telephone bookings. New caretaker also now in post. Asbestos survey to be taken. Costs to be met by a BMF grant. Gas supply to be cut off. £1,000 donation received from the Bures Carnival Committee. Blue recycle bin at front of centre to encourage disposal of 'green friendly' waste.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. She asked if the parish council would consider sharing the cost of purchasing a cordless strimmer with BHPC. This was agreed subject to a maximum cost of £50 per council. FP3 – report Reference 00253322 creation of a corridor requested on cross-field route. FP22 Reference 00252990 – finger post rotten and in need of repair.

Transport: A report from the Station Adopters had been circulated. Carpark fees display notice installed. Parish Councils questioning its legality and its positioning in a Conservation Area. Bures Station entered for a Greater Anglia Award. Access for All at stations including Bures being considered. Station Adopters exploring the idea of a painted mural for the rear wall of the carpark. History noticeboard to be installed by Greater Anglia.

Tree Warden: Ken Jackson had circulated his report. Dead Cherry tree in the churchyard had been removed. Ash tree by the War Memorial suffering on one side and needs monitoring. The churchyard had been granted a bronze environmental award and a team planning to further improve the green spaces for flora and fauna.

SALC: Cllr Aries and the Clerk to attend a Suffolk Parish Engagement Event led by Suffolk Design to improve communication on planning matters.

Primary School: Cllr Fairbairn had circulated his report as Chair of Governors. SCC had excavated and re-tarmaced the school playground to hopefully resolve the ongoing drainage and subsidence issues. Lower brick wall removed and the Play Pod sheds relocated. New teaching staff in post for Year 2, Year 4 and Deputy Head. A part time Family Support Practitioner also in post. Residents invited to offer information, artefacts or memories of WW11 as this will be a school topic for the year.

Bures Common Trust: Cllr Jackson' report had been circulated. The Trustees acknowledged the enormous contribution of the late Dennis Ambrose in inspiring and organising the rebuilding of the barn. New layout of the Markets was successful. The Trustees had agreed to expand the uses of the Common in line with the objects of the charity. Several events had been held recently. Cllr Monk agreed to represent BHPC at the AGM of the BCLT to be held in September.

15/09/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

It was suggested that the Suffolk Community Policing Team be encouraged to attend the local Saturday morning markets.

Concern was raised regarding CCTV usage. The Clerk agreed to circulate the ICO's guidance and the relevant GDPR legislation to all members.

Next agenda item: To consider a Data Protection Management Policy

16/09/19 DATE OF NEXT MEETING

Parish Council Meeting: Thursday 21st November 2019 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2020: 16th January, 19th March, APM 23rd March,
AGM 21st May, 23rd July

The meeting closed at 9.55pm.

Signed:

Chairman

Date