

**Minutes of Bures Hamlet Parish Council Meeting
Monday 18th November 2019 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, R Shackell. M Welch
Cllr J Aries (Bures St Mary PC & Parish ROW Officer)
In the Chair: Cllr Michael Welch
Also Present: Cllr D Finch (ECC), Mrs J Wright (Clerk) plus 1 member of the public

1/11/19 APOLOGIES FOR ABSENCE

Apologies received from Cllr B Raymond (work commitment). Apologies accepted by those members present.
Apologies also received from Cllr W Scattergood (BDC).

2/11/19 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.

3/11/19 MINUTES

Minutes of the Parish Council Meeting of 16th September 2019 and Joint Planning Committee Meeting of 4th November 2019 (previously circulated) were both approved and duly signed as correct records.

4/11/19 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was 1 member of the public present. No matters raised.

County Councillor Report: Cllr Finch presented his report to the members and included mention to the briefing note on ECC Climate Change Action (see attached). Funding bid for 3 major schemes across Essex had been submitted including the proposed Garden Communities link road. ECC had been ranked an outstanding performance in Social Care. 375,000 trees across Essex to be planted. Funding for potholes continued to be a priority. Cllr Ellis asked what plans were in hand to ease traffic congestion in Colchester. The Clerk to forward the question to Cllr Finch for his follow up.

District Councillor Report: Cllr Scattergood had asked the Clerk to inform members that confirmation had been received from BDC Officers that the Public Consultation for Brook Field Grove would be held early 2020. She also advised that all Key Stakeholders would be included in the Consultation.

County Broadband: On behalf of County Broadband Cllr Welch presented proposals outlined to bring full fibre broadband into the parish. Members were unhappy with the scheme put forward as this included installation of 'wireless' transmitting poles along Station Hill, The Paddocks and Normandie Way. The Chairman would inform County Broadband of these concerns. Clerk to gain clarification on previous applications for telecommunication poles in the parish.

5/11/19 POLICE

a) Suffolk Police were gathering information to present Bures as a case for an Evidence Based Policing project. This would hopefully improve ASB in the village over 2020. Essex Community Policing Team attending the Saturday Markets.

b) Cllr Aries reported on the Hamlet Speed Watch Scheme. Sessions averaging twice a week but dependant on good weather and daylight. Cllr Raymond and Shackell had both signed up as volunteers. Evidence of speed crucial to support a LHP request for a crossing point at Colchester Road.

c) No police representative in attendance as per current force directive. Police information circulated as and when received and newsletters also available online.

6/11/19 HIGHWAY MATTERS

a) Local Highway Panel requests: ECC currently validating the following requests prior to inclusion in the works programme:

- 1) Colchester Road/Mount Bures junction – for a reduction from 60mph with a buffer of 40mph coming into the 30mph at Bures Hamlet. Request also included the bus stop to be marked and formalised with slow markings on the road.
- 2) Colchester Road – for 30 mph roundels from Mount Bures junction through to Bridge Street/Station Hill junction.
- 3) Millennium gateway – for a bollard to be installed on the grass verge to prevent vehicles parking over the fire hydrant.

b) Local Highway Panel requests to consider:

- 1) A resident request to improve pedestrian access along the B1508 from Mount Bures junction into Bures Hamlet was fully discussed. It was acknowledged as an extremely dangerous highway section for pedestrians. However the volume of work required to ensure no additional risk would be created and the probable high costs involved could not justify the parish council submitting a request to the LHP.
- 2) It was agreed to investigate the need for a crossing point at the Millennium gate entrance at Colchester Road. Traffic speed had been the governing factor for ECC previous refusals for such a scheme. To be referred to the Joint Highways Working Party for follow up. Evidence of need to be gained.
- 3) A resident request for the kerb at Lamarsh Hill to be removed and a traffic passing area to be created was fully discussed. It was agreed to refer to the Devolution Highways Officer for consideration.

c) Slow markings at Station Hill: Urgent need for white lining at Station Hill. Referred to Cllr Finch for follow up.

d) ECC Devolution Scheme: The Agreement between BHPC and ECC had been duly signed. Cllr Baker and the Clerk had attended a follow up meeting at Great Dunmow to meet Officers and discuss the contents of the Agreement. A further meeting to be held locally with Officers scheduled for the 9th December.

e) Colchester Road pavement: The pavement had been repaired under the Members Led Footways Initiative.

f) Water Lane pothole: Referred to Cllr Finch for follow up. Private water pipe repair referred to owner.

g) Water Lane culvert and brook: The culvert needed urgent clearance. Cllr Finch advised the Clerk to refer to the landowner. Members had inspected the brook and no action considered necessary.

h) ECC SWAS: A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. No further action to date.

i) Anglia Level Crossing Reduction Strategy: Regarding the E54 crossing at Bures the parish council is still waiting on the Inspector's decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Final decision from the Secretary of State for Transport due July 2020.

7/11/2019 PARISH ACTION PLAN

Joint Working Party reports had been circulated prior to the meeting.

a) Highways & Parking: Gateway signs being investigated for installing at all four entrances in to the village as a method to slow traffic. Flashing Vehicle Activated Signs (VAS) were considered another good deterrent. Parish Council Polite notices drawing attention to Rule 243 of the Highway Code being put on offending vehicles in Station Hill and Water Lane in an attempt to abate the parking issues.

b) Retail: The Joint WP meeting had met in October to look at current retail and desired retail/empty properties in the village. The only site in BH to be discussed was the empty garage site at Colchester Road. The WP considered the site ideal for re-development into retail outlets. The site with outline permission for 2 properties was up for auction on the 11th December. Members agreed to discuss the matter at the next parish council meeting.

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.

8/11/19 PLANNING

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

b) Applications requiring consideration at this meeting: None.

c) APP/XC1510/W/19/3237376 Land South of Pen-lan, Lamarsh Hill – it was agreed not to present a further representation to the Planning Inspectorate. It was noted that all previously submitted representations would be taken into account when the Appeal was determined.

d) Other planning matters reported on:

Land to rear of Cambridge Way – this matter had been referenced at Agenda Item 4 District Councillor's Report.

Land to rear of Parsonage Hill: Application No. 18/02201/REM revised plans for a mix of 9 dwellings had been approved with work commencing on site imminently.

Cuckoo Hill development: Following a request from the KBB Group BSMPC had agreed to proceed the Judicial Review to Stage 1 with all costs to be met by KBB Crowdfunding. Appeal APP/D3505/W/18/3215428 by Stemar for all 6 plots to remain on the site scheduled for early 2020.

9/11/19 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

a) Absolute Title for Essex Knowle: The Clerk had received notification from Wayman & Long that the registration date shown was not as registered with the Land Registry. Registration for Absolute Title to be applied for after 5th November 2021. Clerk waiting on reimbursement of fees.

b) Waste at Essex Knowle: The hire of a 770L Trade Waste bin had been agreed with BDC. Fees £15.56 per collection for 10 months of the year. Costs to be met jointly with Bures Common Land Trust. A lock to be fixed on the waste bin if necessary.

c) S106 Contributions: Bures Common Land Trust had suggested that use of the S106 contributions made available from Application No. 15/01471/LBC may be better used to install a history/information board at the barn. The Clerk was liaising with Cllr Jackson on the application to BDC.

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

- d) **Walks leaflet:** The AONB had finalised the printing of a Walking in Bures leaflet with all printing costs being met by the AONB. It was agreed that the Clerk should request to use the £500 Community Councillor grant against the costs of installing a new noticeboard at the sportsground showing a map of the walks as highlighted on the leaflet.
- e) **CCTV:** The Clerk had gained further information and advice on domestic CCTV systems and had circulated to all members and interested parties. 'What are my Rights?' referring to captured images could be accessed via the Information Commissioner's Office (ICO) website.
- f) **Social Media:** Cllr Baker and the Clerk continuing to follow up on improving communication between the parish council and its community. Both had attended a Social Media course in October. The Snippet page in the magazine was proving a worthwhile initiative.
- g) **Signposting information:** Cllr Baker and the Clerk were both keen to ensure all residents were well informed of how to access parish information and able to make use of the reporting tools available. Ideas being followed up. Cllr Aries noted that parishes were being encouraged to use webcasting at meetings to improve transparency.
- h) **Member surgeries:** Member surgeries held at the monthly Bures Markets continued to be well received by residents. However they were weather dependant. Lanyards had been purchased for members to wear when attending the surgeries.
- i) **Riverside information boards:** The grant application to the BMF had been unsuccessful. Spingold to print and install the 2 riverside boards with each parish council meeting 50% of the costs.
- j) **Joint Emergency Plan:** The Clerk had completed the updating of the plan and had submitted to Braintree and Babergh District Councils for approval. It was agreed the plan should be made available to residents if agreed by the District Councils.

10/11/19 RIGHTS OF WAY

The Parish ROW Officer's report was circulated and noted.

Items referenced in particular from the report:

- a) Footpath 5 – Ferriers Farm to Hornes Green – the parish council had put forward Option 3 as suggested by ECC for re-routing the path. No further update.
- b) Footpath 30 – trip hazard had been reported No. 2634396. Clerk to request footpath to be resurfaced. No further information on the ownership of the sections which accessed both sides of the railway crossing.
- c) FP 1, 3 & 4 – Essex County Council remained of the opinion that the re-instatement of FP3 was a viable option combined with the extinguishment of FPs 1 and 4. This matter was still being considered by all parties.
- d) ECC PP3 Scheme – Cllr Aries agreed to investigate details of the current scheme and report back to enable members to consider re-joining.

11/11/19 DRAFT BUDGET

The Clerk presented the 3 year draft budget for 2020 – 2023. It was agreed to increase the Precept request to BDC by £1,000 to £29,817.00 for financial year end 2020/21.

12/11/19 FINANCE

Business Access A/C balance: £17,746.69

Community A/C balance: £1,597.89 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 11th November 2019 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) It was agreed to meet 50% of the cost of a grit spreader (£65.42). Remaining 50% to be met by BSMPC on a shared use basis.

13/11/19 AUDIT MATTERS

Internal Audit Review meeting held on 28th October – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members. Internal Auditor agreed to review the Financial & Operational Risk Assessment.

14/11/19 DRAFT POLICIES

- a) Donations & Grants – reviewed and agreed.
- b) Social Media – deferred to next meeting.
- c) Data Protection & Information Management – deferred to next meeting.
- d) Accessibility Statement for Website – deferred to next meeting.
- e) It was agreed that any request for a Press Statement should be referred to the Chairman and Vice-Chairman for action as required.

15/11/19 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

16/11/19 PHYSICAL RISK ASSESSMENT

Cllr Schackell presented his report to the meeting. Assets in a satisfactory condition. Flat bench along riverbank requires varnishing. All waste bins well maintained. Grit bin at Colne Road appears to hold old salt. Grit bin at station carpark difficult to open. Clerk to check. Items from previous meeting – mesh on gate removed, tree branches around Woolpit Downs light pruned back, weeds at bus shelter cleared, benches cleaned.

17/11/19 REPORTS

Bures St Mary PC: Cllr Aries noted on the Cuckoo Hill site issues and the retrospective planning application for change of use at Knowle House (formerly Chambers bus yard). Next meeting scheduled for Thursday 21st November. Cllr McAndrew to attend.

Cemetery: Cllr Aries reported: Clerk and Cllr Aries in the process of creating an inventory of all headstones in the cemetery with a view to instructing a local stonemason to proceed with a rolling 5 year annual stability inspection programme. Engraving of the memorial to the late G Gullen remained outstanding. Clerk liaising with all parties for engraving and refix to be completed. 15 lime trees had been pruned.

Sportsground: Cllr Welch reported: Committee considering use of the old roundabout. Grants and use of S106 Contributions being sought to fence the main playarea. Quotes being obtained for the project. Installation of CCTV at 3 locations at the sportsground being investigated. This project would need to be supported by the Community Centre, Football and Cricket Clubs before any decision could be made. Shelley Boydell had been appointed Assistant Clerk. Her hours of work to be 4 hours per week commencing January 2020.

Community Centre: Minutes of the Committee meeting of 13th November had been circulated. A BMF grant of £974 had been awarded towards costs of removing asbestos and old boiler. Next meeting 15th January 2020. Cllr Monk agreed to attend.

Station Adopters: Report had been circulated. New lighting on the platform creating issues for nearby residents. Complaints being followed up with Greater Anglia. Bures Station Adopters had won an award for Best Local Group. History board installed. Discussions in hand for improving the carpark wall e.g. painting of a mural or a 'green wall' of plants. Station Adopters to consult residents for views before embarking on a project.

Transport: Nothing to report.

Tree Warden: Cllr Baker reported: Still waiting to receive ECC inspection report on the Oak tree at Colchester Road. Hawthorn and Holly trees at Station Hill inspected and agreed they required a reduction in height.

Bures Primary School: The Chair of Governors had circulated the Governor's Annual Statement and Impact Report for School Year 2018/19. One of the Key Focuses being to ensure that the children are happy and safe in school and make at least good progress.

Bures Common: Cllr Jackson had circulated the minutes of the AGM and BCLT meeting of 17th October. Cllr Monk on behalf of BHPC had attended the AGM. Items for noting – proposal to name the Barn as The Dennis Ambrose Barn, Howe's Fish Van serving on Monday evenings at the Common entrance. Available S106 Contributions to be set against a history and information board.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated.

18/11/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Ellis kindly invited all Members to a Christmas Social to be held mid December.

19/11/19 DATE OF NEXT MEETING

Monday 13th January 2020 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates agreed 2020: 16th March, APM 23rd March, AGM 18th May, 20th July

The meeting closed at 10.45pm

Signed:

Chairman

Date: