

**Minutes of Bures St Mary Parish Council Meeting
Thursday 19th March 2020 at the Garrad Room
Bures Community Centre, Nayland Road Bures**

Present: Cllrs J. Aries, T. Fairbairn, G. Jackson, J. McCrory,
S. Pentney, D. Monk (BHPC)

In the chair: Cllr Gill Jackson

Also present: One member of the public

Acting Clerk for the meeting: Cllr G Jackson (Apologies had been received from the Clerk in advance of the meeting owing to COVID-19 isolation restrictions)

1.03.20 APOLOGIES FOR ABSENCE

In light of the Covid-19 Pandemic councillors were not summoned to this meeting. Apologies were received from the Clerk Jenny Wright and Councillors Leigh Alston, Susan Sills, Rebecca Warren and Tracy Saer.

2.03.20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Cllr Jackson declared an interest in 8b Bank House.

3.03.20 MINUTES

Minutes of the Parish Council Meeting of 16th January 2020 were approved and signed as a correct record (previously circulated).

4.03.20 PUBLIC FORUM – 15 minutes maximum public participation

One member of the public was present. The topic raised was the Cuckoo Hill Public Inquiry. The resident was informed of the postponement of the Inquiry and that this matter was an agenda item 7c should he wish to listen to the discussion.

Cllrs Finch and Barrett were not in attendance.

5.03.20 POLICE

a) Police reports and police meeting dates – circulated and online.

Representatives from both Essex and Suffolk Police had agreed to attend the APM and Essex Police were due to attend the Public Awareness Event both scheduled for 23rd March but had been cancelled due to Government advice over COVID -19.

b) Evidence Based Policing Project – both officers involved in the project were reported to be off work.

c) Police Liaison Officer and CPT – An additional site for a speed trap on the B1508 is being identified. This followed a serious accident which had raised concern taken up by Sgt Paul Jackson of Bury St Edmunds.

d) The BSM Speed Watch Scheme. The use of the Essex Speedwatch equipment in Suffolk has been agreed. Speedwatch currently suspended to recommence following the reduction in restrictions due to COVID-19
Cllr Aries advised that Suffolk Speedwatch training differs from Essex training and a training session for all volunteers would be needed. (BPAP 6)

6.03.20 HIGHWAYS MATTERS (BPAP 6)

a) Street lighting – Eves Orchard bollards and Pikes Marsh estate.

Andrew Allberry, SCC has reported that Eves Orchard bollards are maintained by SCC and will be assessed. They are owned by the parish. SCC are no longer adopting additional lighting. Tony Waring of the Pikes Marsh Residents Association to be informed.

Street Lighting audit has been carried out by SCC, agreed and paid.

b) By-way 5 - Croft end – A request had been made to surface the end of the Croft past the Scout Hut. An email sent to Cllr Finch has had no response.

c) St Edmunds Lane surface water. A complaint has been received. This will be referred to Cllr Finch.

d) Grasscutting schedules – SCC Highways circulated informing of the schedule. SCC also informed that additional cuts, if required, would need to be carried out by the Parish Council. The PC decided against arranging further cuts.

e) Pothole reports – Particular problems reported on Sudbury Road where temporary repairs had been carried out. Cllrs felt that the temporary repairs had led to further problems as they had only lasted a matter of days. Issue to be referred to Highways and Cllr Finch. Smallbridge entry potholes repaired.

7.03.20 PLANNING

a) Decisions: Applications received and decisions made since the previous planning committee meeting – as per attached list (BPAP 1)

b) New applications: No applications had been received since the previous planning committee meeting.

c) Cuckoo Hill Appeals: Cllrs Jackson and Aries together with the Clerk met with Steven Stroud, Simon Bailey and Vincent Pearce of Babergh District Council regarding a joint approach at the Public Inquiry due to commence 21st April. A meeting with a resident also took place. Every sympathy was extended to the residents who felt badly let down by BDC but Cllrs agreed that working together with BDC would give the greatest chance of success. The Historic building report may be completed. However Cllr Alston is currently self-isolating due to the COVID-19 advice. Speakers for the Inquiry have been approached. Further work is needed on this.

Steven Stroud of BDC notified the chairman of the postponement of the Inquiry due to the COVID – 19 pandemic. There was no indication of when the Inquiry may be rescheduled. The deadline for BDC written submission is now 20th April. This means visits to the gardens of the four properties to the front of plots 5 and 6 need to be arranged as soon as possible. The resident at White Horse House is aware of this. Other residents to be asked for their permission for this visit to take place.

d) Land to rear of Cambridge Way: A leaflet explaining the proposed plan for the s106 land had been created. Nigel Cowlin produced a plan of the site and Cllr Jackson detailed the points regarding how the project links with the Parish Plan and the benefits to the village. It was agreed that further information linking the project to the s106 and explaining the Braintree consultation was needed. Bures Hamlet Parish Council agreed the leaflet at their meeting on 16th March. The meeting agreed to contribute £100 towards the cost of printing. Leaflets to be distributed to all Hamlet households and to be displayed in public places.

e) Eight Bells Garage site: The previously refused application for four houses has been resubmitted by the site owner. BSMPC previously objected. It was agreed that BSMPC would write to BDC to work with the developer to resolve the impasse as the village has suffered the eyesore for far too long. The meeting felt that residents were unaware of the new application. Cllr Baker of BHPC has the matter in hand and will post on social media. Cllr Aries agreed to check that the Planning Notice was displayed on site. Cllr Monk advised that BHPC had a member of the public at their meeting who queried the ridge height and flood plain issues.

Enforcement Cases:

17/00321/COU Knowle House (formerly Chambers Bus Yard) This case was heard at the BDC Planning Meeting on 11th March. Cllr Aries spoke on behalf of BSMPC. Permission was granted for the current tenant, Amobox, to continue operations under B1. It was brought to our attention that some who objected to this application do not have the internet. It was agreed that a notice be posted asking residents to telephone the clerk if they wish to receive a hard copy of the minutes of meetings or telephone updates when particular issues arise.

S85633392 Field off Arger Fen Road – nothing reported.

Buildings at Risk Register – barns at Over Hall – nothing reported

8.03.20 BURES PARISH ACTION PLAN

a) Highway, Transport, Parking – decision on entrance signs deferred

b) Retail Facilities – promotion of Post Office – Walking in Bures leaflets stocked. Bridge Stores – owners plan to reopen as a general shop. Bank House – purchaser has decided not to go ahead. The Newsagent was operating from the Committee Room at the Community Centre on a temporary basis. The CC Committee have agreed that a further 3 month period be offered.

Central Stores – leasee still saying he is planning to open an Estate Agents and not willing to accept other uses of the ground floor.

c) Street lighting – bollards at Eves Orchard see 6a. The Lighting Group had carried out a visual assessment of the lighting in the village. It was agreed that the bollards should be replaced and a further bollard lighting the footpath beside Three Horseshoes cost permitting. The member of the public present offered that the new bollard could be placed on his land.

The Lighting group also identified the need for lighting from Parsonage Grove to Station Hill. This has been taken up by the Clerk.

d) Review of Actions for Parish Councils on Climate Change – use of glyphosate. Colchester District Council are phasing out Glyphosate. A case study and Defra advice provided by a resident have been circulated to members. Other matters from the Actions on Climate Change to form part of the 2020-21 plan.

e) Joint Health & Wellbeing Plan It was agreed that this would be included in the 2020-21 Plan. A Mental Health event has taken place, A First Aid training is due when the COVID – 19 restrictions have been lifted and the Community Awareness event will be rescheduled.

9.03.20 MATTERS ARISING WHICH DO NOT APPEAR ELSEWHERE ON THE AGENDA

- a) Garages at Claypits Avenue** Cllr Barrett was not present however it was reported that she and the BDC Leader would be visiting the site to consider options.
- b) Installation of bollards at Tawneys Ride** no information available at the meeting.
- c) Pikes Marsh estate** (BPAP 3) Cllr Barrett was not present.
 - 1) BDC Land Transfer 2) S106 contributions
- d) Walks information board** – Board installed with Walking in Bures one side and Sportsground/Fishing information on the reverse. Letter of thanks sent to the local craftsman. Cllrs reported this project as well received by the public with people frequently being seen reading the board. (BPAP 1)
- e) Local Council Award registration** – It was agreed that all necessary data has been published on the website and that the necessary CPD points had been gained. Cllr Fairbairn agreed to send off registration.
- f) Christmas lights storage** – Large heavy duty storage boxes have been purchased. The lights are stored in these boxes at Malting Farm. Some lights will need replacing before next December.
- g) Parish Contractor works list** – attached.

10.03.20 FINANCE AND AUDIT MATTERS

- a) Finance & Budget monitoring report** – circulated, noted and attached
- b) Bank reconciliation and verifying bank statements** – circulated, agreed and signed by the chairman and a non-signatory member.
- c) Review of Financial & Operational Risk Assessment** – agreed
- d) CIL form** – spending on the Landing Stage agreed and form sent.
- e) Draft Data Audit** – agreed.
- f) Tax Base & Parish Element of Band D Tax Rate 2020/21** noted.
- g) ICO Data Protection Certificate renewed for 2020** noted.
- h) Training Record** updated and on website – Clerk & Cllr Aries had undertaken training.
- i) Community Action Suffolk** free membership renewed.

11.03.20 DONATIONS

Requests from Ferriers Barn and Bures Station Adopters had been covered by Bures Hamlet Parish Council. It was suggested that alternating years between BH and BSM donating to Ferriers be considered.

The meeting agreed that

£150 be donated to the RBL. This will only be given when details of an event organised to replace the VE Day Commemoration cancelled due to COVID - 19 are received.

£150 be donated to St Mary's church towards the parish magazine. This only when the request has been received. Cllr Fairbairn to speak to those concerned. An additional donation amount was agreed towards the parish magazine if the RBL event does not take place.

£100 be donated to Bures Transition Group for tree planting in the village

£100 be donated to Citizens Advice in light of the impact on their service of the COVID -19 pandemic.

12.03.20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

The following documentations have been circulated and noted:
EALC Legal Update February

13.03.20 CORRESPONDENCE

All the following correspondence has been circulated for information or follow up:
Shaping Suffolk Conference follow up Planning Survey – completed by
Cllr Jackson & Aries

Spring Clean Suffolk 2020 - Saturday 21st March – It was agreed that this could go ahead with volunteers operating independently. Equipment to be left by the War memorial with a sign up sheet.

Town & Parish Council Liaison Meeting February – Cllr Aries & Clerk attended
SCC opt-in School Travel arrangements via www.suffolkonboard.com/optin
Assington NHP: Pre-submission Consultation 15th February to 30th March
BDC Community Governance Review – to commence April 2020
Babergh Area Forum – 16th March at Hadleigh
AONB February update

14.03.20 REPORTS

a. Asset report – Cllr J Aries reported that all was in order with the exception of the grit bin in Eves Orchard that needs refilling.

b. Bures Hamlet PC – The 40mph buffer zone for the Colchester Road was not agreed by ECC. The reason given was that speed of vehicles does not justify it. Previously ECC had said that traffic was travelling too fast for a zebra crossing. The change in speed should therefore lead to agreement to the request for the crossing. BHPC agreed to contribute £200 towards CCTV for the recreation ground and car park areas. Concern was expressed regarding County Broadband's plans to put poles up in the Paddocks, Station Hill and Normandie Way. This would be a backward step. It is important that these cables be ducted.

c. Cemetery – The Clerk and the Chairman, Cllr Aries met with the developer of the Cuckoo Hill site when they were visiting the cemetery. Mr Dixon has built a substantial wall with soil backfill for the gardens of plots 1-4. He gave assurance that a strong boundary fence would be installed between the site and the cemetery.

d. Sportsground (BPAP 3) - Applications for funding for the fence around the play area progressing. Two further signs re dog fouling have been installed. Incidents involving dogs have led to one dog being on the lead at all times and one being muzzled. Disabled camping area agreed with Bures Music Festival. CCTV – Cricket and Football clubs willing to contribute. Cllr Aries proposed and Cllr Pentney seconded that BSMPC contribute £200 towards the CCTV scheme. This scheme now has all five parties signed up and will proceed. Noah's Ark Pre-school group to be advised and reassured that this is an automatic system only viewed when offences take place. Signs will be erected informing people that the areas are monitored.

The meeting agreed that the owner of Body Vision could hold his exercise classes on the Recreation ground in order to comply with social distancing guidelines.

e. Community Centre - The move away from gas is continuing; the gas fire is due to be removed from the Garrad Room and the cooker in the Garrad Room kitchen is being replaced with an electric model. The committee agreed to contribute towards CCTV and agreed to house it. The Parish Council and Station Adopters awards are to be displayed in the Garrad Room. The arrangement for the newsagents is going well. The caretakers has been assured that their positions are safe despite bookings ceasing as a result of government advice on COVID – 19. Cleaning, decorating etc. will be carried out whilst the hall is empty.

f. Rights of Way (BPAP 3) - as per report submitted by Cllr Aries.

g. Transport (BPAP 3) – Station Adopters report – Lighting work being carried out. No improvement noted as yet. Contractors have not completed the work. Idea for a frieze rather than a mural agreed at a site meeting – work needed on the wall first which may delay things. The defibrillator has been installed in the waiting room. CCTV not yet operational.

h. Tree Warden (BPAP 1) - Residents were very helpful in clearing tree debris following recent storms.

i. SALC – Area Forum cancelled.

j. Primary School (BPAP 3) - Cllr Fairbairn had submitted a report. He also informed the meeting that the Governing Body had made a proposal to close the Nursery provision at the end of the forthcoming Summer Term. A non-statutory consultation is now underway.

k. Bures Common (BPAP 3) - 2020 Markets began on 14th March. This was very well supported. Work is due to start on the grass protection to improve the entrance.

15.03.20 BRIEF INFORMATION EXCHANGE/NEXT AGENDA ITEMS

All Government Information regarding the reduction of risks during the COVID – 19 Pandemic have been posted on the website and on social media.

The Emergency Plan Vulnerable People list has been updated and volunteers have made contact with those on their lists.

The meeting discussed the needs of those vulnerable but not on the lists. Single parent families and those in abusive relationships were felt to be in particular need at this time. Bures School and Thomas Gainsborough School both have understanding of the needs of vulnerable families and are considering the support they can give. Meals are still due to be provided for some groups.

Councillors offered to be volunteers for the Vulnerable People Scheme in the village if it expands to include vulnerable younger people.

Bures St Mary Parish Council will continue to carry its duties towards the residents during this unprecedented crisis.

A table top noticeboard has been purchased. This will be used at the markets and in the window at Central Stores.

Mena's Indian Banquet has requested to sell her meals from the entrance to the common on Friday evenings. The meeting agreed that this was likely to be a popular addition to the services available.

16.03.20 NEXT MEETINGS: Monday 23rd March 2020 to be held at The Garrad Room, Bures Community Centre at 7.30pm – cancelled.

Future dates booked: 2020: AGM 21st May, 23rd July

Future dates to be agreed: 2020: 17th September, 19th November

2021: 21st January, 18th March, APM 22nd March

The meeting closed at 9.00pm