

**Minutes of Bures Hamlet Parish Council Meeting**  
**Monday, 20<sup>th</sup> March 2023**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs M Baker, C Ellis, K McAndrew, M Welch, J Aries (Parish ROW Officer)  
Cllr W Scattergood (BDC)

**In the Chair:** Cllr M Baker

**Also Present:** One member of the public

**01/03/23 APOLOGIES FOR ABSENCE**

Apologies received from Cllr R Shackell (unwell). Mrs J Wright (Clerk) (unwell).  
Apologies accepted by all those members present.  
Apologies also received from Cllr P Schwier. Absent – Cllr Raymond.

**02/03/23 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.

**03/03/23 MINUTES**

Minutes of the Parish Council Meeting of 16<sup>th</sup> January 2023 (previously circulated) were duly approved and signed as a correct record.  
Minutes of the virtual Bures Joint Highways Working Party Meeting of Monday 7<sup>th</sup> February 2023 (previously circulated) were duly approved and signed as a correct record.

**04/03/23 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There was one member of the public present observing with an interest in taking up the vacant position on the parish council.

**District Councillor:** Cllr Scattergood in attendance. She advised that she would not be standing at the forthcoming elections and wished to express her fond farewells in person at this meeting. She is pleased that she had been able to see the transfer of land at Cambridge Way finalised. Cllr Scattergood also recognised the important role of the Parish Clerk and expressed her thanks to Mrs Wright for being such a reliable and conscientious Clerk who had made her own role so much easier. The Chair thank Cllr Scattergood for her support over the years and wished her well in her retirement.

The member of the public asked whether there was a procedure set in place for when the Clerk became unwell. This is covered by the Parish Council's risk assessment policy.

**County Councillor:** Cllr Schwier not in attendance to present a report. However the Clerk had circulated his Hedingham Division 2022/23 Annual Report to all members. All correspondence between meetings from Cllr Schwier has been also circulated.

**Cllr Wendy Scattergood left the meeting at this point.**

**05/03/23 POLICE MATTERS**

**a) Issues raised with Community Policing Teams:** A commemorative Jubilee bench has been removed from Wind Whistle Ridge. Police Crime Ref. number: 37/15841/23.  
Investigation closed unless further evidence becomes available. 2 house break-ins reported and a 4 wheel drive vehicle stolen from the Arger Fen vicinity.

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**b) Speedwatch:** Cllr Aries reported that retiring member Cllr Raymond has agreed to continue as a volunteer, however the team remains short of helpers. Volunteers provided with beanie hats for protection against the elements.

### **06/03/23 HIGHWAY MATTERS**

#### **a) Local Highway Panel (LHP) requests:**

**1) Pedestrian crossing at Colchester Road:** Members agreed to continue with progressing an LHP request for a crossing point from the Millennium footpath gate entrance.

Chair following up.

**2) Safety improvements at Mount Bures junction:** Residents have been canvassed and some supportive letters received. It is agreed to continue with a new LHP request to reduce the speed limit from 60mph to 40mph along the B1508, to improve the sightline, to upgrade signage plus yellow hatchings.

**3) Bus stop hardstanding at Mount Bures junction:** The original recommendation by ECC to approve the hardstanding has since been revoked due to lack of funding. Therefore it is agreed to include the proposal within the LHP request for safety improvements.

**4) 30mph extension for Lamarsh Hill:** Cllr Schwier confirmed that the request has been passed to the Design Engineers for validation.

**5) Safety measures near Hill Top, Lamarsh Hill:** Following a vehicle accident it was again brought to the attention of the parish council the narrowness of the road with a blind bend. Warning signs or slow markings may ease the issue. Clerk to submit a LHP request.

**b) Flooding issues:** Flooding issues at Colne Road, Water Lane, Station Hill and Colchester Road. All gullies cleared of debris. Ditches still needed clearing at top of Colne Road. Clerk and Chair to liaise with Highways and Flood Management Team to discuss the issues. Matter ongoing.

### **07/03/23 PLANNING**

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

**b)** Applications requiring consideration at this meeting: None.

**c) Jubilee Grove:** Letter of thanks sent to Geoffrey Probert for covering transfer costs and offering advice. AONB grant application will be re-submitted next financial year to improve accessibility for all. Emma Black from Dedham Vale Stour Valley Project will be leading a working party on the site 12<sup>th</sup> April at 9.30 am. All local volunteers welcome.

#### **d) Report on other matters:**

**1) Land south of Penlan:** Enforcement Team continuing to consider how best to block up the illegal entrance as concerns raised regarding the stability of the bank. Embankment tree removed owing to these stability concerns. Members advised that the current telephone mast at Penlan has been selected by On Tower UK for upgrade. This upgrade may result in the mast being resited and trees needing to be removed. A full planning application will be required if any of the trees are protected. Tree Warden monitoring the situation.

**2) Vacant garage site:** Old hairdresser's building soon to be demolished. Tree clearance underway. Examination pile driving also taking place. Work being carried out by Savard Properties.

**3) Chambers Bus Depot site:** Rose Builders are in the process of preparing details to discharge some of the remediation conditions with the work to start later this spring.

**4) Proposals for land at Old Barn Road:** No planning application submitted to date.

**5) Plots 5 & 6 Apple Tree Mews:** Window glazing has been approved. However drainage and main driveway remain unfinished.

## **08/03/23 ELECTIONS 4<sup>th</sup> MAY**

Four members standing again. Those Cllrs who will be standing down were thanked for their contribution to the work of the Parish Council. After the election, members can co-opt for the remaining 3 vacancies as long as it remains an uncontested election.

## **09/03/23 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED**

**a) ROW Service Level Agreement:** The following PRowWs included in the ECC Service Level Cutting Agreement 2023 – Sections of FP5, FP7, FP8, FP16, FP23, BWY25, FP30 and FP33. Agreement signed and Contractor notified.

**b) Sensor light for Station Hill path:** Cllr Norton had kindly installed 2 sensor lights on the boundary wall. However, sadly these had since been stolen. Cllr Shackell offered to replace them as they had been extremely successful in lighting up the footpath for pedestrians during the darker evenings.

**c) Millennium footpath fence:** The fence is deteriorating. The parish contractor regularly repairing damaged rails. Cllr Welch has progressed a National Lottery grant application. However he considered it prudent to apply for grants to the CIF and National Lottery in the 2023/24 financial year when parish council funds improve. Cllr Aries reported that a person unknown has fixed padlocks to the 2 gates in the fence to prevent people entering the field. It is agreed that, as no member of the parish council or the landowner had been approached for permission, then these should be removed. Cllr Aries to follow up.

**d) Station lighting upgrade:** New lighting being installed for both the carpark and on the platform plus 2 electric charging points and improvements to the station waiting hut. Carpark to be re-surfaced and all work to be completed during 2023.

**e) King's Coronation celebrations:** Red/White /Blue and Union Jack Bunting to be purchased by the BCLT. Planning underway for a Volunteers get together day to be held on Monday 8th May on the Bures Common. Commemorative coins will be handed out to all children in the village under the age of 16 years. Colletts Farm to provide the catering. School PSA organising children's activities. Claire Swann organising a maypole. Scouts will arrange traditional stalls with bowling and skittles. Coronation mugs on sale. The Community Centre will be on standby in the event of inclement weather. Poles to be erected along the edge of the Common for the bunting. This is separate from the Sunday morning open air Church service and activities, also on the Common, arranged for 7th May.

**f) Eastlight Homes maintenance agreement:** The 2023/24 agreement has been signed by the Clerk on behalf of the parish council and submitted to Eastlight Homes. Parish Contractor has been made aware.

## **10/03/23 AUDIT AND FINANCE MATTERS**

**Business Access A/C balance: £7,286.91**

**Community Account balance: £4,777.45 (when all cheques paid)**

**a)** Finance and Budget monitoring report - noted, circulated and attached.

**b)** Bank reconciliation and verifying bank statements dated 18<sup>th</sup> March 2023 – noted, circulated and duly signed by the Chairman and non-signatory member.

**c)** Clerk's Appraisal form - to be considered at next meeting.

## **11/03/23 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

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

Proposals to levy a small charge to retailers using the Essex Knoll to be an agenda item for the May meeting.

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## **12/03/23 PHYSICAL RISK ASSESSMENT**

Cllr Baker had circulated her report prior to the meeting. All assets appeared in good order. Bus shelters in need of a wipe down. Light bollard along The Paddocks footpath unstable. It is suggested that this should be replaced by a full standard light. The information board at the riverbank is weathered but readable. It is suggested that it should be replaced. Clerk to follow up on matters raised.

**Next Inspector – Cllr McAndrew**

**13/03/23 REPORTS** - All reports had been circulated prior to the meeting.

**Bures St Mary PC:** Cllr Aries noted that the next parish council meeting is due to be held on 23<sup>rd</sup> March 2023. Numerous issues continuing to be raised by residents regarding the Cuckoo Hill development. Parking and flooding issues at Cuckoo Hill reported and being followed up.

**Cemetery:** Cllr Aries had circulated her report prior to the meeting. Ferriers Barn Day Centre had made a small owl box and the Scout Troop had made six bat boxes all now installed on various trees in the cemetery. A stock fence has been installed along the boundary bank with the woodyard. 200 Woodland Trust hedge whips have been planted by a team of volunteers.

**Sportsground:** Draft minutes of a meeting held on 16<sup>th</sup> March are published on the parish council website. Items to note:

Meeting to be arranged with Babergh Community Safety Officer re: summer management. New surface to the tennis courts now laid. New nets fitted. The application of the lines still to be decided. The Hobby Horse is to be let to a third Party. New hedging and Armo fencing to be installed around the car park.

**Community Centre:** The minutes of the meeting on 6<sup>th</sup> March had been circulated. Points to note: Cover had been made for the hatch blind. Heating system repaired and working well. Mat in place to protect the floor in front of the serving hatch. Hall phone - payment now discontinued. Noah's Ark planning to hold a holiday club over the summer months. Centre in general good order, clean and appealing.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website. Items to note: FP1 – fingerpost remains obscured. Now awaiting an initial assessment by ECC as of 30/01/23. FP13, FP14 and BWY15 – no fingerposts – waiting on ECC future inspections. FP5 from BR22 - bricks are now sinking into the mud and no longer provide a firm surface. Wooden pallets might provide a viable alternative. BWY25 – the track has a longstanding problem with significant flooding. Butlers Farm has erected a notice asking walkers to keep to the PRoW rather than using the alternative concrete farm track to bypass the flooding. ECC monitoring. FP27 – field has been ploughed over and the footpath has not been reinstated – reported. FP33 – BHPC to contribute to the cost of keeping the path clear.

**Joint Neighbourhood Plan:** The minutes of the Steering Group meeting on 6<sup>th</sup> February, 20<sup>th</sup> February and 6<sup>th</sup> March were circulated and accepted by the members. The third draft of the Plan has been shared with the Parish Councils and the Steering Group are hoping for lots of constructive feedback.

**BALC:** Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes and newsletters circulated for information.

**Transport:** Nothing to report.

**Station Adopters:** Mary Turner had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website. The station lighting has been upgraded and the carpark is being resurfaced.

**Tree Warden:** Cllr Baker had circulated her report prior to the meeting. Two tree applications received - No. 20 Station Hill and No. 10 Water Lane. Cllr Baker had visited both sites and reported she had no objections to either application. She is currently inspecting the more mature trees in the parish.

**Bures Primary School:** Cllr Fairbairn, Chair of School Governors circulated a March update to the parish councils. This has been published on the parish council website for reference. Items to note: Mrs Michaela Harris will take up her role as Headteacher from 1<sup>st</sup> September, currently Executive Headteacher at Otley and Witnesham Primary Schools. Bures Primary School has had a very successful OFSTED inspection, securing a Good grading. To read the whole report please visit the school's website. Members commended the staff and pupils on this significant achievement.

**Bures Common Land Trust:** The markets have resumed for 2023 with a few new stalls to interest visitors. The Trust are planning financial support for the Coronation event on Monday 8th May. Organisers are still needed.

**Bures in Bloom:** The Autumn planting is looking good and will hopefully continue to give pleasure until the end of May. Bures in Bloom is awaiting the results of a grant application. It is intended to add to the number of planters in May.

**Good Neighbour Scheme:** The Good Neighbours Scheme is currently reprinting the pack. The new packs will be available at the APM. The Vulnerable Persons Scheme is looking to join up with the Good Neighbour Scheme.

#### **14/03/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Cllr McCrory was thanked for organising the First Aid training held on 4<sup>th</sup> March which it is hoped to repeat again as an annual event.

Next agenda items – safety for pedestrians under the railway bridge, flooding issues, dropped kerbs, shared use of BSMPC SID, Clerk's Appraisal form, sensor lights.

#### **15/03/23 DATE OF NEXT MEETING**

AGM – Tuesday 23<sup>rd</sup> May 2023 to be held at Bures Community Centre at 7.30pm.

Future dates booked for 2023: Monday 17<sup>th</sup> July, Monday 18<sup>th</sup> September

The meeting closed at 8.50pm

Signed:

Chairman

Date:

