

**Minutes of Bures St Mary Annual Parish Council Meeting
Thursday 21st May 2015 at the Committee Room,
Bures Community Centre, Nayland Road immediately
following the Annual Parish Meeting**

Present: Cllrs G Jackson, D Ambrose, R Butcher, J Carpenter, M Cudmore,
J McCrory, L Alston, P Arnold, D Lee (BHPC), L Parker (BDC),
J Finch (SCC), A Goody (Internal Auditor)

In the Chair: Cllr G Jackson

Clerk: Mrs J Wright

1/05/15 ELECTION OF CHAIRMAN

Cllr Gill Jackson duly elected as Chairman. Proposer Cllr Ambrose, Seconder Cllr Alston.
Chairman's Declaration of Acceptance of Office duly signed.

2/05/15 APOLOGIES

Apologies received from Gary Crowley (candidate for co-option on to parish council).

3/05/15 DECLARATIONS OF ACCEPTANCE OF OFFICE

Declarations of Acceptance of Office duly signed by all members.

Consent to receive electronic summons duly signed by all members.

4/05/15 ELECTION OF OTHER OFFICES

Vice Chairman: Cllr Jennie McCrory duly elected. Proposer Cllr Ambrose, Seconder Cllr Butcher.

Cemetery: Cllrs McCrory, Arnold and Cudmore.

Sports Ground: Chairman: Cllr Jackson. Members: Cllrs Ambrose, Butcher and Carpenter.

Community Centre: Cllr McCrory.

SALC: Cllr Arnold.

Parish Tree Warden: Mr Ken Jackson.

Parish Rights of Way: Mr Hugh Turner.

First Aid Officer: Cllr McCrory.

Planning: All members.

Other Responsibilities: Highways & Parking – Cllrs Ambrose and Carpenter.

Legal – Cllrs McCrory and Arnold, Primary School – Cllr Cudmore,

Community – Cllr Butcher, Emergency Co-ordinator – Clerk.

5/05/15 DECLARATION/REGISTER OF INTERESTS/DISPENSATION

The Chairman advised all members that their Register of Members Interests must be completed and returned to the Monitoring Officer at BDC by 1st June and all members were responsible for their disclosures. All completed registers would be available to view on both BDC and Parish websites. BSMPC approved Code of Conduct was circulated to all members and all members duly advised of their responsibilities.

It was noted that the Clerk had attended a training session on Standards Regime and Code of Conduct.

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests – none received at the meeting.

Flow chart for declaring interests circulated to all members.

6/05/15 VACANCY ON PARISH COUNCIL

Following the uncontested parish council election with insufficient candidates the power of co-option could now be used within 35 days of the election date.

Mr Gary Crowley had put forward his interest to fill the vacancy. This was accepted and it was agreed that he should be given a Highways and Parking responsibility.

7/05/15 APPOINTMENT OF NON-COUNCILLOR MEMBERS OF COMMITTEES

Outgoing Cllr Saer had asked the parish council to consider her to be appointed as a non-councillor member which would allow her to maintain an interest with the sports ground and the primary school. It was agreed for Mrs Saer to join the Sports Ground Committee as an appointed Non-Councillor Member.

8/05/15 PUBLIC FORUM

There were no members of the public present.

9/05/15 MINUTES

Minutes of the previous Parish Council Meeting of 26th March 2015 (previously circulated) were approved and signed as a correct record.

10/05/15 MATTERS ARISING FROM PREVIOUS MINUTES

Section 106 Funding: It had been confirmed that a contribution of £4,638.46 from the Builders Yard site at Cuckoo Hill was still available to claim. A parish survey being undertaken to establish preferences for use of the S106 contribution. Clerk and Tracy Saer following up.

Bank House: It was agreed to request a site meeting with BDC Officer Nick Ward. Cllr Parker to meet with the Chairman and Clerk to follow up.

The Croft resurfacing: Pot holes in first section still to be repaired. SCC had confirmed that any repairs to the first section would be the responsibility of the Central Area Highways Team and the second section under the Rights Of Way Team. Cllr Finch to follow up with Cllr Carpenter.

Assets of Community Value: A joint parish list had been compiled by Cllr Evans (BHPC) and Cllr Seymour (BSTMP). It was noted that both Councillors had not stood for re-election in May. Therefore the Clerk was unable to advise if the project would continue. She would check with both John Evans and Mike Seymour and report to the next meeting.

Joint Emergency Plan: Cllr Lee (BHPC) still progressing. The draft plan required further updates before it could be trialled.

Joint Neighbourhood Plan: This had been put on hold. A meeting to refresh the initiative to be arranged during the year. Interested members: C Holbrook, Clerk, Cllrs Welch, O'Sullivan, Arnold, McCrory and Lee.

Open space at Beaumont Close: Two quotations had been received to clear the land and the adjoining ditch plus extra grass cuts during the growing season from Jack Brown and Guy Jones. It was agreed to accept the verbal quotation from Guy Jones £250 + VAT to clear land and £80 per extra grass cut. To be formally accepted on receipt of written quotation. Application for grant funding to be submitted to cover costs of tools, bulbs, litter pick sticks. Community action days to be arranged.

Dog waste bins & dog fouling warning notices: Cllr Jackson had arranged for signs to be erected around the village warning of the possible consequences to children from touching dog faeces. The Clerk was still investigating a suitable site for a dog waste bin at Beaumont Close.

Wharf Lane maintenance: Cllr Ambrose had kindly laid gravel along the full length of the lane. It was agreed to accept the quotation from Chris Mortimer to strim and litter pick the lane approximately 6 times per year at £15 + VAT per visit.

VE Day 70th Anniversary celebrations: A successful Bures Community VE Day Party had been held on the 8th May at the Community Centre. The Chairman thanked all those volunteers who had made it such a memorable event.

Formation of entertainment/grant committee: Still following up on possible formation of a committee.

11/05/15 HIGHWAY MATTERS

- a) Lighting at Pikes Marsh – Richard Webster, SCC Officer had approached the Management Group with a view to joining in the SCC light reduction programme but this was rejected. Parish Council to formally write to the Management Group. Clerk to check if Pikes Marsh had formed a Resident's Association.
- b) Site meeting with SCC Highways – still to be arranged. Cllr Finch to follow up. All new councillors to be made aware of the parking and highway issues prior to the site meeting.
- c) Hollow Lane – SCC Highways following up on repairs.
- d) Damaged drain cover in High Street – due for repair 18th May.
- e) Bollard at Eaves Orchard – Clerk to report as unstable.

12/05/15 PLANNING

All applications received and comments made – see attached list

Application No. B/14/01103/FUL Slaughter House and land adjacent at Cuckoo Hill – Cllr Finch reported that access issues were still ongoing.

13/05/15 PIKES MARSH

- a) Parallel footpaths – Alan Baker of BDC following up. Chairman and Clerk to meet with Cllr Parker to discuss the matter further.
- b) Signage – new signage needed for the 4 new flats at Tawneys Ride plus sign on wall of No. 44 Claypits Avenue needed replacing. Clerk to follow up with Alan Baker.
- c) Footpath adjacent Three Horseshoes PH – the footpath was under a three party ownership - SCC, BT and Persimmon Homes. Cllr Finch and Cllr Parker to investigate the background of ownership of the footpath and to look into the most suitable section for a light.

Cllr Finch duly left the meeting at this point.

14/05/15 FINANCE

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

Bank reconciliation dated 15th May 2015 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Bank Mandate for Change of Signatories still to be amended.

Clerk's 2014/15 year end salary and tax finalised for HMRC.

The Clerk was confirmed as contact for BSMPC for the Pensions Regulator.

The 2014/15 VAT claim had been submitted to HMRC.

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15/05/15 AUDIT MATTERS

2014/15 year end accounts approved and signed.

2014/15 Annual Return and Annual Governance Statement approved and signed.

Updated Asset Register approved.

2014/15 year end accounts to be made available for sale for £5 - agreed.

Internal Audit Review Checklist – Clerk to arrange a date for September/October –

Cllr Arnold, Cllr McCrory, Clerk and Internal Auditor to attend.

It was agreed that Mr Angus Goody should continue as Internal Auditor for 2015/16 and noted his fees would be £60 as per previous year.

Internal Auditor's Report circulated and noted. The Internal Auditor advised that the insurance shared costs between BSMPC and the Sports Ground Committee should be reviewed in September. He also noted that the parish council held a high financial working balance. The Chairman asked all members to put forward ideas for use of these finances at the next parish council meeting.

Standing Orders and Financial Regulations approved.

Risk Assessments approved. Cllr Arnold agreed to be stand in for Clerk as necessary during her absence.

Model Publication Scheme approved.

Complaints Procedure approved.

16/05/15 CORRESPONDENCE

Green's Fish Bar had written to the Chairman to ask if the parish council would give its support for its van to visit the village on a Friday evening to serve from 4.30pm to 8.30pm. The parish council expressed its support as there had been a similar fish van previously at Church Square which had been a successful initiative. Chairman to report back to Green's Fish Bar.

LAIS 1378 Parking, 1377 Prayers, 1379 Un-authorised encampments,

1374-1 Travel expenses – circulated

Topic Note F03-15 Local Audit & Accountability Act 2014 Commencement Orders - circulated

Notification of Babergh Community Infrastructure Levy (CIL) Submission – circulated

Town & Parish Liaison Meeting at Hadleigh on Thursday 11th June – noted

Babergh & Mid Suffolk DC Sports Facility & Playing Pitch Strategy survey – circulated

Stour Valley Marathon to visit the village on 7th June – a refreshment station to stand at

Claypits Avenue – noted

17/05/15 REPORTS

Assets Report: Cllr McCrory reported: All items satisfactory but needed to replace the electrodes in the defibrillator as expiry date June 2015.

Bures Hamlet PC: Cllr Lee reported: Cllr Evans and Cllr Ryman, both longstanding Councillors had agreed not to seek re-election. Permanent VAS at Normandie Way and a central refuge at Colchester Road agreed to be implemented this year. Members looking at quotations to refurbish the bus shelter. The vacant garage site was for sale again. It was suggested that a joint parish council approach should be made to the Co-operative Group to see if the site may be of interest for purchase.

Cemetery: No meeting since last report.

Sportsground: Cllr Jackson reported: Dog signs erected warning of hazards to children.

New benches in toddler area and main play area. Moles being gassed and keep clear area cordoned. Tennis courts being cleaned. Small increase in ground rents to Cricket and Football Clubs.

Community Centre: Cllr McCrory reported: Cinema making a healthy profit. Audit of keys completed. Rock choir event planned for 27th June.

Rights of Way: No issues to report.

Transport: Nothing to report.

Tree Warden: Ken Jackson reported: Still to follow up on application for crown reduction to sycamore tree at 15 Cuckoo Hill. The application to remove 10 Leylandi trees at the Three Horseshoes PH had been approved following no objections. He had raised reservations on the proposed reductions to the Silver Birch and the Beech at Beech House, The Croft but these works had now been approved.

SALC: Next Babergh Area Meeting on Monday 8th June.

Primary School: New Deputy Head in place. School waiting on receipt of S106 monies to improve the garden and play area.

Bures Common: Cllr Alston reported: Trustees had met with representatives of the Heritage Lottery Fund in Cambridge to gain guidance on preparing a grant application for restoring the 18th century barn. A consultation being sent out to all parishioners to gain suggestions for the future use of the barn.

Transition: Community Woodland Group event planned for tomorrow. Next Transition market to be held on 30th May.

18/05/15 ANY OTHER BUSINESS – items to note and for the next agenda

A request for information regarding Right to Roam at St Stephen's Chapel Water Meadow had been forwarded to Cllr Ambrose for his response. It was noted that Bevills Farm Estate work with DEFRA's Natural England to protect wildlife and waders on the water meadow and lake.

It was agreed to put forward Projects for Consideration for the next agenda.

19/05/15 DATES FOR REPRESENTATIVES AT BHPC MEETINGS:

The following representatives were agreed:

2015: Cllr Cudmore – 20th July, Cllr Butcher – 21st September & 23rd November.

2016: Cllr Carpenter – 18th January, Cllr Jackson – 21st March, Cllr Ambrose – 16th May, Cllr Cudmore – 18th July.

20/05/15 DATES FOR FUTURE MEETINGS

Next meeting: Thursday 23rd July 2015 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 2015: 24th Sept, 26th November

2016: 21st January, 24th March, 19th May, 21st July

The meeting closed at 9.30pm.

Signed:

Parish Council Chair:

Date

