

**Minutes of Bures St Mary Parish Council Meeting
Thursday 21st July 2016 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, D Ambrose, T Fairbairn, J Aries, J McCrory,
R Kemball, M Welch (BHPC), 1 Member of the Public
In the Chair: Cllr G Jackson
Clerk: Mrs J Wright

1/07/16 APOLOGIES

Apologies received from Cllr L Alston (personal commitment) and Cllr G Crowley (personal commitment). Both apologies duly accepted.
Apologies also received from County Cllr J Finch and District Cllr L Parker.

2/07/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

Register of Interests of Cllr Fairbairn, Aries and Kemball duly completed but still to be advertised on the Babergh District Council website.

Cllr Fairbairn noted that he had recently been appointed Chair of Bures Primary School Governing Body and would amend his Register of Interests accordingly.

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
None received.

3/07/16 PUBLIC FORUM

Mr Tim Underwood asked whether the Parish Council had put restrictions on the properties in Pikes Marsh and in particular to changes to the front doors. Clerk to follow up as this matter was not under the jurisdiction of the parish council.

4/07/16 MINUTES

Minutes of the previous Annual Parish Council Meeting and Annual Parish Meeting of 26th May 2016 (previously circulated) were approved and signed as a correct record.

5/07/16 OTHER OFFICES

The following Other Officer appointments were agreed:

Cllr Kemball - Sportsground Committee

Cllr Aries – Cemetery Authority and Parish ROW Ranger

Cllr Fairbairn – Highways Sub-committee

SALC – no interest expressed for this role as BSMPC representative

6/07/16 CO-OPTION OF PARISH COUNCILLOR

It was noted that there was one vacancy remaining on the parish council.

Mr Tim Underwood agreed to consider taking up this vacancy.

7/07/16 POLICE

Sudbury Safer Neighbourhood Team reports now available online via the Suffolk Police website. The Clerk had circulated June and July reports to all members.

All parish council communications now dealt with directly by PCSO Laura Mansell as the Parish and Town Council Police Liaison Officer.

Thefts from 4 work vehicles in the Claypits Avenue area had been reported to the police.

8/07/16 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh:

a) Section 106 Funding: Formal land transfer documentation between BDC and Persimmon Homes still to be finalised following all terms and conditions being met by the developer. Clerk still following up on the release of the £5,000 S106 contributions. BDC Officers to meet to discuss issues and report back to District Cllr Parker. Bures Sportsground Committee had agreed to take over the play area maintenance responsibility when land transfers complete.

b) Play equipment: The Clerk had instructed Playquip to proceed with the order for the play equipment which had been on hold since 1st February owing to the delay in gaining the S106 contributions. The Chairman had previously suggested that the residents should not continue to be penalised for the lack of action by BDC.

c) Damaged gate: It was agreed for the Clerk to arrange for the gate to be repaired and the grass in the play area to be strimmed. The top gate was extremely overgrown. Ken Jackson agreed to kindly clear and strim through to create an access path.

d) Grass maintenance: The Clerk had obtained maps of the relevant grass areas under BDC and Ashton Chater Management Group grounds maintenance remits. Owing to the land transfer still pending the open space and the toddler play area remained under developer Persimmon Homes responsibility.

2) Ditch at Beaumont Close: Following previous correspondence received the ditch was considered within the remit of BDC for grounds maintenance but the Clerk was still addressing the matter with BDC Officers for work to be actioned.

3) Signage at Pikes Marsh: Cllr Ambrose and the Clerk had met on site with BDC Officers and agreed signage. All signs installed and thanks had been received from the residents. Signage costs to be met by the parish council.

4) Open space at Beaumont Close: The area was being maintained between BDC and BSMPC along with volunteers of Beaumont Close. The parish council agreed to reduce to a twice yearly grass cut with BDC continuing with its quarterly cut. Clerk to liaise with Tracy Saer for when to action the BSMPC grass cuts.

5) Waste collection: An agreement had been signed between BSMPC and BDC for a Trade Waste bin collection. All waste generated from the roadside waste bins in the parish was now being deposited in the Trade Waste bin and collected fortnightly on a Wednesday morning. Gary Vaughan had agreed to put out the bin via his contracted works. Clerk to arrange for extra keys so that bin could be kept locked on site.

6) Grounds maintenance/Street cleansing: The Clerk had submitted the Cleansing Grant Claim for the June quarter to BDC. BDC was undertaking an evaluation of the first 6 months of the scheme and a feedback form to be completed. Gary Vaughan liaises with the Clerk on work required but it was noted that his remit was for the centre of the parish only. SCC Highways and BDC to continue with all other areas. Clerk to follow up with SCC Highways for all parish verges to be cut.

7) Assets of Community Value: Cllr Jackson reported that she had trialled applications for 2 sites from the original proposed list, the Croft allotments and the Three Horseshoes PH. The allotments application had been successful as a Partial Listing. The Chairman was aware of landowner Geoffrey Probert's response to this listing. The Three Horseshoes PH application was still awaiting written support from CAMRA.

8) Joint Emergency Plan: Cllr Lee (BHPC) still progressing. Tim Underwood kindly offered to assist and the Clerk agreed to forward him the current status of the plan.

9) Joint Neighbourhood Plan Options: A meeting had been held between BSMPC and BDC Officers to discuss other options to a NHP. It was noted that a NHP could take up to 4 years with considerable implications that new build could be processed and approved during this timescale. Follow up meeting to be agreed.

10) Bank House: Following several roof tiles falling into the road below the Clerk had requested BDC to re-assess the property. A site visit report from Building Control was circulated to all members. BDC had written to the property owner requesting him to repair the roof as a matter of urgency and that no further action by BDC warranted at this stage. Clerk to request a review of the matter owing to concerns that the property was immediately in front of a bus stop.

11) Swords Shop: Rotten window sill still not repaired. Clerk continuing to press for its repair.

12) Community noticeboard: Suitable designs still being investigated. Clerk liaising with Cllr McCrory. Cllr Fairbairn agreed to check if the school noticeboard could be used for community event advertising as well.

13) Feedback on EU Referendum parish meeting: As a mark of respect following the appalling murder of MP Jo Cox all EU Referendum matters had been temporarily put on hold countrywide. Therefore Chairman Gill Jackson had cancelled the parish meeting.

14) County Broadband meeting: A presentation by County Broadband had been held in the Community Centre attended by approximately 30 parishioners from both Bures Hamlet and Bures St Mary. The presentation was to raise awareness of the various options for broadband and telephone use locally. Some interest shown but County Broadband to follow up with individuals.

15) Community First Responders Team in Bures: A letter of thanks from the Team for the donation from BSMPC towards the cost of the Pulse Oximeter had been circulated. Mike MacGowan highlighted the valuable work of the CFR Team (EZ74) in Bures. Cllr McCrory stressed the urgent need for more volunteers.

16) Garden at Claypits Avenue: Cllr Parker had followed up on this matter. BDC Officers had assisted the tenant to remove unwanted materials from the property. Skip now removed.

9/07/16 HIGHWAY MATTERS

Cllr Finch had circulated his County Councillor Summary Report and to be held on file. The Clerk had circulated Cllr Finch's feedback on his meeting with Highways Officer Steve Merry to discuss the following outstanding Highway Matters:

- a) Safe crossing at school and at Bridge Street – as Cllr Finch could not justify spending for both crossings the parish council was asked to prioritise. It was agreed to investigate original crossing design for Bridge Street and to arrange a site meeting with SCC Highways before forwarding a prioritisation. Concerns were raised on signage, increased difficulty for the elderly to cross at Bridge Street whereas children usually supervised at the school crossing. Cllr Aries suggested introducing the '20 is plenty' scheme.
- b) 30mph repositioning at Nayland Road – owing to a backlog of Traffic Regulation Orders Cllr Finch was unable to offer a timescale but recommended additional road markings in the short term. This was agreed.
- c) Parking issues at Cuckoo Hill – Cllr Finch recommended a letter (text supplied by SCC) to be placed on the offending cars by BSMPC. Members did not consider the text appropriate for the parking issues at Cuckoo Hill.

- d) Protection of entrance to cemetery - Cllr Finch suggested Access Protection Markings but members agreed not to proceed with this. An informal agreement now in place with local residents to ease parking issues when burials are held.
- e) School kerb side drop off scheme – Cllr Finch advised that the existing road markings legally would permit the opportunity for this scheme. Cllr Fairbairn agreed to progress with the Head Teacher.

Other Highway matters for reporting:

- a) The Croft – Cllr Finch reported that the resurfacing was continuing to be scheduled for September. Letters to all residents outlining the proposed works to be sent out by SCC.
- b) B1508 speed limit change – Road Traffic Order Consultation currently advertised. Cllr Finch noted one objection received to the proposals. The Chairman had received correspondence from the complainant on this and considered the ‘objection’ was constructive with sensible suggestions and should be recorded as so.
- c) Hollow Lane resurfacing and flooding – surfacing to be scraped and swept. Cllr Fairbairn kindly agreed to report the large pothole.
- d) Bollard request at St Mary’s High Street – submitted to SCC - Reference 00129217. Agreed no further action required by the parish council.

10/07/16 PLANNING

All applications received and comments made – see attached list

Information on BDC Building a Sustainable Future events held throughout the Babergh District - circulated and noted.

BSMPC had given its support to any objections which BHPC may put forward following the recommendation by Braintree District Council for 2 sites at Colchester Road to be included in the Braintree District Draft Local Plan.

Information on Babergh & Mid Suffolk Call for sites 2016 – circulated and noted.

11/07/16 FINANCE

The Clerk noted to members the recommendations of the Internal Auditor to reduce the Additional Working Capital figure. A suggestion that £5,000 could be earmarked for Parish Plan priorities to be discussed when budget prepared.

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

Bank reconciliation dated 8th July 2016 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

A formal request from Noah’s Ark Nursery for £650 to cover the October and November rent had been declined. It was noted that the Nursery had now secured funding from other sources plus changed its working pattern to enable it to flourish.

A donation request from Suffolk Accident Rescue Service was deferred to the March 2017 meeting.

Came & Company Insurance advised the parish council of its change of Trading Style from Parish Council Insurance Brokers Limited to Stackhouse Poland Limited.

12/07/16 AUDIT MATTERS

Still waiting on External Auditors approval of 2015/16 Accounting Statements.

Internal Audit Review to be held on 11th October – Cllr McCrory, Cllr Crowley, Clerk and Internal Auditor to attend.

13/07/16 CORRESPONDENCE

Information on the Network Rail Level Crossing Strategy – circulated and noted. BHPC had responded on the proposals for The Paddocks rail crossing.

Details of the Consultations on the SCC Rights of Way Improvement Plan – circulated and noted. Hugh Turner Parish ROW Ranger had responded on behalf of the parish.

Suffolk Prepared Community Planning Newsletter – circulated and noted. Clerk had added the Environment Agency Flood Widget to the website for easy access to flood warnings.

Details of the Scattered Orchard Project – circulated and noted. Ken Jackson for the Transition Group to follow up.

Details of the BDC Suffolk Year of Walking May 2016 – April 2017 asked for volunteer Walk Leaders. Cllr Aries agreed to follow up.

All other correspondence circulated and noted:

Babergh & Mid Suffolk Joint Strategic Plan 2016 – 2020.

Highways England request to Stakeholders for comments to trunk road issues and challenges which affect local communities in Suffolk.

SCC information leaflet on grass cutting and weed spraying for the District.

Managing Flood Risk in Suffolk & Summary of Suffolk Flood Risk Management Strategy 2016.

Anglian Water Private Pumping Stations Campaign Teams notification of pending transfer of private pumping stations over to Anglian Water from October 2016.

Parish Council Liaison meeting on Devolution to be held on 4th August at Bildeston.

14/07/16 REPORTS

Assets Report: Cllr Fairbairn reported: All assets checked and satisfactory except street lights not checked when lit. Clerk to check with Bill Snelling regarding the illegible names on the war memorial.

Bures Hamlet PC: Cllr Welch reported: Refuge consultation currently advertised. Dropped kerb at Bridge Street being validated. ECC had approved the installation of 2 wooden bus shelters at Colchester Road. Level crossing at The Paddocks proposed for closure by Anglia Rail. BHPC objecting. ECC 2016 free winter salt bag scheme agreed. Yellow lines at the station in system for repainting. Flooding issues at Water Lane and Colchester Road being addressed. BDC Call for Sites - 2 sites recommended for inclusion in the BDC Local Plan 2015 -2033. BHPC to put forward its objections and concerns. Proposals for 4 Starter Homes at Mount Bures on land within the parish of BH had been presented to the parish council for comment but no planning application submitted to date.

Cemetery: No meeting held since previous report.

Sportsground: Cllr Jackson reported: Morphus X project still progressing. Due to be installed in July/August. Ground matting agreed as a sensible option. Quotation for repair of tennis court netting being obtained. Larger waste bins being installed to alleviate the constant excess waste issue. Members had agreed to hold keys to the waste bins as well so they could empty if necessary. Geoffrey Probert was considering formalising the Sportsground Committee's licence to occupy the portion of land still within Bevills Estate ownership. The Clerk to inform Mr Probert that BSMPC was land owner of the remainder of the sportsground and BSMPC agreed that a solicitor should be sought to formalise the agreement.

Community Centre: Cllr McCrory reported: Noah's Ark Nursery to be financed by SCC until December 2016. Changes in Nursery hours to 7.45am to 4.30pm, 5 days a week and use of Garrad Room to run as a trial exercise. Jay Sargeant had been appointed the Senior Caretaker. Flat roof in need of repair.

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

Rights of Way: Cllr Aries reported: She had met with Hugh Turner and agreed she would act as Parish ROW Ranger for BSMPC with Hugh acting as same for BHPC. Cllr Aries had walked all footpaths in the parish with majority having extremely good access. Stile at Bures Mill across the river not dog friendly. Footpath from Tawneys Ride to Fysh Farm well used by visitors but she had disappointingly found several dog faeces. Improving the use of this footpath plus better signage needed following up. The Chairman thanked Cllr Aries for her extensive report and agreed to check the footpath and signage.

Transport: No report.

Tree Warden: Nothing to report.

SALC: Nothing to report. New representative needed for follow up on SALC matters.

Primary School: Cllr Fairbairn reported: After School Club being investigated. Governing Body also keen to promote use of clubs at the school.

Bures Common: Cllr Jackson reported: Approval of the planning application for the barn had been received but with 13 planning conditions attached. These conditions to be investigated as some not suitable for the Trustee's proposed use of the barn. Market to be held on the first Saturday morning of each month.

Transition: Cllr Jackson reported that the current focus was on the allotments. The Group had taken on an allotment and was using it to encourage new allotment holders plus to give practical advice to novice holders. Woodland work continuing.

15/07/16 ANY OTHER BUSINESS – items to note and for the next agenda

A Bures Mill Managing the Water Levels report from the Environment Agency had been circulated outlining the works required at the gates at Bures Mill. Works pending.

16/07/16 DATES FOR FUTURE MEETINGS

Next meeting: Parish Council Meeting - Thursday 22nd September 2016 at The Garrard Room, Bures Community Centre at 7.30pm. Cllr Jackson gave her apologies for this meeting and Cllr McCrory agreed to be Chairman for the evening.

Future dates booked: 2016: 24th November.

Future dates booked: 2017: 19th January, 23rd March, 18th May.

It had been proposed by both Parish Council Chairman of BSMPC and BHPC that it would be sensible to hold a Joint APM meeting in 2016. Suggested dates being 27th or 30th March 2017. 30th March 2017 was agreed by those present.

The meeting closed at 10.00pm

Signed:

Parish Council Chair:

Date

