

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 20<sup>th</sup> July 2017 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, T Fairbairn, J Aries, D Ambrose, R Kemball,  
J McCrory, L Alston, A Waring, C Barnham (BHPC), L Parker (BDC)  
**In the Chair:** Cllr Gill Jackson  
**Clerk:** Mrs Jenny Wright  
**Also Present:** Mr Tim Underwood (Emergency Plan Co-ordinator), Mrs Sharon Pentney

**1/07/17 APOLOGIES**

Apologies received from Cllr James Finch (SCC).

**2/07/17 CO-OPTION OF COUNCILLOR**

Only one of those who had inquired about joining the Parish Council was in attendance. Mrs Sharon Pentney was duly co-opted and welcomed to join the table with the other members. Declaration of Acceptance of Office duly signed.

**3/07/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.

Cllr Pentney declared an interest in Item 8 (6).

Cllr Waring declared an interest in Item 8 (1a)

Declaring Interests Flowchart and Dispensation information circulated.

**4/07/17 MINUTES**

Minutes of the previous Annual Parish Council Meeting of 18<sup>th</sup> May 2017 (previously circulated) were duly approved and signed as a correct record.

**5/07/17 PUBLIC FORUM**

Mr Underwood asked for a street light in The Croft to be adjusted due to its brightness intruding into one of the properties. He agreed to forward the Pole number to the Clerk for reporting. Mr Underwood also raised attention to the Babergh Planning newspaper advert which had been redesigned to show planning application numbers but with no reference to the parish. Cllr Parker advised on the new software being used but agreed to follow up.

**6/07/17 POLICE**

All police reports and police meeting dates circulated and noted. These reports highlighted on crime and crime statistics but not on traffic or speeding issues. The Chairman advised that minor traffic accidents were often not logged owing to police not being called to the scene. Parish Plan survey feedback may provide an evidence based need for further speed reduction initiatives along the B1508. Cllr Fairbairn raised concerns that enforcement of parking regulations in the parish was seen to be lacking. This also may be evidenced within the Parish Plan survey feedback.

Items reported to PCSO Laura Mansell: Anti-social behaviour at the sportsground on a Friday evening and weekends. Also at Tawneys Ride garage area. Suffolk Police advised residents to ring 101 when incidents are occurring.

Notification of the Police Complaints system advertised and noted.

A notice highlighting the issues of cycling on pavements had been advertised.

## **7/07/17 HIGHWAY MATTERS**

County Cllr James Finch was not in attendance but had agreed to follow up on all outstanding highway matters with members at the site meeting arranged for 26<sup>th</sup> July.

- a) **School crossing** – SCC Highways confirmed that the marking of the crossing with a visible colour would be included in programme of works from 12<sup>th</sup> June.
- b) **Bollards at High Street** – site meeting arranged with Highways and Cllr Finch to discuss options for improving the safety of pedestrians along the High Street.
- c) **St Edmunds Lane** – HGV signs now in place at both ends of the lane. Potholes and street cleansing issues to be followed up at site meeting.
- d) **Hollow Lane works** – pot holes and drainage issues to be followed up at site meeting.
- e) **B1508 speed limit change** – speed restrictions now implemented. Safecam ordered with one visit actioned. Waiting on statistical data.
- f) **Kerbing at High Street** – Highways currently investigating the matter with a view to removing the section of kerb and providing a slope to replace the step.
- g) **Parking issues** – as the issue raised was deemed to refer to private land it was agreed not to follow up.
- h) **Road bridge footway surfacing** – Cllr Finch confirmed that improvements to the safety surfacing would be included in the scheduled bridge repair works for 2018. The Clerk had since received complaints regarding two trip hazards on the footbridge and this would be discussed with Cllr Finch at the site meeting.

Notification of Road Closure at Dorking Tye during July to September circulated.

Notification of SCC Street Works and Events information via online access circulated.

## **8/07/17 MATTERS ARISING FROM PREVIOUS MINUTES**

### **1) Pikes Marsh estate management, open space and play area:**

- a) Residents Association: Cllr Waring outlined details of the newly formed Residents Association of which he was one of 3 Pikes Marsh residents on the Association. Chris Shakespeare of Ashton Chator Management Group oversees the general running of the estate. Local contractor Nigel Norton had been employed to do grounds maintenance of the roads and pathways.
- b) Grass maintenance: Open space currently being maintained by Ashton Chator until adoption by BDC finalised.
- c) Land transfer: Clerk following up with Cllr Parker to establish designated area being transferred to the Parish Council. Previously members had only expressed an interest in managing the play area owing to budget constraints. It was agreed that the Open Space should be managed by BDC. However the Parish Council would consider budgeting for additional grass cuts as necessary.
- d) Access route and ditch maintenance: Peter Garrett, BDC Public Realm was in agreement in principle to re-route the access across the ditch with a footbridge approximately half way up in line with the entrance into the play area. Works to be agreed following adoption of the play area. Parish contractor had cleared debris from the ditch and strimmed the playarea.
- e) Play equipment: Playquip continuing with storage free of charge for the 3 special play equipment pieces from the original agreed order. Remainder of order held on file until release of S106 monies from BDC.

- 2) Electoral Review:** Cllr Fairbairn and the Clerk had attended a Boundary Review Consultation at Bildeston in June. Information on the Review had been circulated to all members. The Boundary Commission was carrying out the review to deliver electoral equality for voters across BDC following a request from the District Council. Cllr Fairbairn asked if Cllr Parker considered that a future merger of Babergh and Mid Suffolk District Councils was likely. Cllr Parker advised that he was currently unaware of any movement to a merger.
- 3) Swords shop front:** Cllr Fairbairn asked if a contribution from the Parish Council could be made to the repairs but the Chairman raised her concern that this could set a precedence for any future issues. Clerk to continue to bring the matter to the attention of the owner and to make him aware that the continued deterioration had been strongly highlighted in the Parish Plan questionnaire responses.
- 4) War memorial:** The quotation from Luxstone Monumental Masons for £1,757.00 + VAT had been accepted. Restoration work of the memorial and surrounding wall to be completed by the autumn.
- 5) Overgrown vegetation at Nayland Road:** Clerk to request BTS to cut back tree branches from power lines at Jonrosa. It was also agreed to forward a letter to the owners of the property requesting a trim back of vegetation to allow better visibility for drivers using the access via Nayland Road.
- 6) Assets of Community Value:** No progress reported.
- 7) Joint Emergency Plan:** Tim Underwood had progressed the Plan and outlined the next steps required for it to be actioned by the two Parish Councils. Clerk agreed to circulate to all members and to update as necessary. She suggested that the Joint Emergency Plan should be reviewed in conjunction with the Bures Emergency Plan currently held with Braintree District Council and updated annually. The Chairman thanked Mr Underwood for his input and noted that the two Parish Council Chairman would liaise with a view to implementing the Plan.
- 8) Grounds maintenance:** Overgrowth around direction, speed and warning signs cut back. Beaumont Close grass area cut and tidied. Fingerpost at Clicketts Hill repaired. All works via contract completed.
- 9) Gritting and salt stocks:** Stocks had been checked and agreed sufficient. No additional stock to be ordered from the ECC Salt Bag Scheme for 2017/18.
- 10) Team Tree Christmas Lights:** Owing to a change in Team Tree members, concerns had been raised on the safety aspect of the scheme. The Clerk agreed to discuss with the Team as to what the Parish Council could offer to enable the scheme to continue. Members agreed to consider a financial contribution at the September meeting. Clerk to check if the St Mary's Church tree would continue to be lit up if Team Tree was disbanded.

## **9/07/17 JOINT PARISH PLAN**

Cllr Fairbairn reported on the progress of the plan to date. A first stage feedback meeting had been held at the Community Centre with a good attendance of residents. He presented a statistical summary of the questionnaire responses. 45 responses received from the Kids Questionnaire and 461 responses (approximately 30%) from the Adult Questionnaires. Cllr Fairbairn suggested that Parish Councillors might take 25 copies of the questionnaires each to process using the Survey Monkey software. A second stage feedback event to be scheduled in the autumn.

### **10/07/17 PLANNING**

All applications received and comments made – see attached list.

Information from BDC on the electronic communication with Parish Councils regarding planning and related applications circulated.

On behalf of Bures St Mary Parish Council the Clerk had registered on the new BDC Planning search site to make responses to planning applications electronically.

Information on the Review of Babergh & Mid Suffolk's pre-application service circulated.

### **11/07/17 FINANCE**

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

Bank reconciliation dated 12<sup>th</sup> July 2017 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached. As per the Internal Auditor's recommendation the bank reconciliation and corresponding bank statements were signed by the Chairman and a non-signatory member – Cllr Kemball.

Cllr Fairbairn requested a review of the current system of annual allocation of charitable donation requests. He felt an annual cycle was too long a delay if a request was made early in the next financial year. As Charities similar to Parish Councils generally anticipate their budgeting annually it was agreed to leave the current system in place.

Information on Lloyds Bank Financial Services Compensation Scheme circulated.

### **12/07/17 AUDIT MATTERS**

Waiting on External Auditor's approval of 2016/17 year end accounting statements noted.

Internal Audit Review meeting date still to be agreed for early October – Cllr McCrory, Cllr Kemball, Clerk and Internal Auditor agreed to attend.

The BSMPC Essex Code of Conduct was circulated to all members and approved.

Financial Regulation 6.14 Computer Security – Clerk reported that her computer security was regularly backed up via A S Sainsbury of Lavenham. She was scheduled to attend a Financial Regulations Briefing at EALC on 22<sup>nd</sup> July and would request advice on Regulation 6.14.

### **13/07/17 Government Consultation Papers/Legal Topic Notes**

All the following documentations have been circulated and noted:

L15-08 Co-option

LTN 13 Policing your Area

L03-17 Reform of data protection legislation and introduction of the General Data Protection Regulation – SALC training sessions being arranged for Parish Councils

LAIS 1400 Precept Data 2017-18

Legal Update No. 3 June 2017

### **14/07/17 CORRESPONDENCE**

Letter from J B Ruggles re Willow Plantation ROW advised the Parish Council of issues of trespass on the plantation. Cllr Aries' response had been forwarded to neighbouring parishes for information.

3 local teenagers had written to the Parish Council offering to complete volunteer community work as part of their D of E Bronze Award activities. This venture was fully supported by the Parish Council and the Clerk had referred them to the Transition Group to work at the Community Woodland along with litter picking at the sportsground over the next 3 months.

Cllr McCrory asked members to offer suggestions as to what activity the Scouts could complete for their Community Badge. Suggestions to be forwarded to Cllr McCrory by September.

Information on NewAnglia Growth Hub – advisory and grants scheme for small businesses – circulated and advertised

London Stansted Airport Community Consultation - circulated

Flying the Red Ensign for Merchant Navy Day 3<sup>rd</sup> September – circulated

Information on Groundwork Community Awards – circulated

AONB June monthly update – circulated

## 15/07/17 REPORTS

**Assets Report:** Cllr Waring reported: All assets checked and satisfactory. He advised that a red light and message of low battery had been reported and Cllr McCrory had arranged for a new battery to be purchased. She advised that the defibrillator had been accessed by an Ambulance Crew that morning which highlighted the need for regular checks.

**Bures Hamlet PC:** Cllr Barnham reported: Volunteers were being encouraged to join the Bures Speed Watch Scheme as it was currently low in number. She had attended the Essex Police Conference. Mary Whiley, the new Police Speed Watch contact had attended the Parish Plan Event. 2 new volunteers had since come forward. An Inquiry was to be held by the Transport Secretary regarding the proposals by Network Rail to close the E54 rail crossing. A Statement of Case had been submitted. Parking issues at Water Lane being followed up. Youngsters were accessing into the garage site via the damaged fencing. Reported to the police and BDC. Hugh Turner to step down from his role as Parish ROW Representative. Cllr Aries confirmed she was happy to take on the role.

**Cemetery:** Cllr Aries reported: Cemetery trees along boundary of No. 14 Cuckoo Hill to be trimmed and tidied. Some cutting back of branches at rear of garden boundary also to be done. A Picus Test to be carried out on the Cedar and Sequoia at top of main drive. Following concerns that the movement on the pillars and wall at the front entrance was increasing, a meeting had been held with CRP Carpentry. They had agreed to mortar repair but would not accept liability.

**Sportsground:** Cllr Jackson reported: Chris Crace was the new Cricket Club representative. Cricket outfield being cut weekly. Members had received a number of guarantees from Morphus Foundation regarding the delayed installation of the Morphus X project and groundwork to be installed by end of July. Grants and quotations being investigated for a disabled swing to be installed in the main play area. Benches being repaired and revarnished. Barbecue brickwork repaired. Continuing issues with youths congregating on the sportsground on a Friday evening and weekends. Waste debris and broken glass causing concern.

**Community Centre:** Cllr McCrory reported: Alan Ryman re-elected as Chairman. Quotes for new lighting in main hall being sought. Soundproofing issues still being considered.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting. Damaged handrail on steps down to the bank by 'Burnetts' still needed attention. The direct cross-field footpath over the second field toward Dorking Tye covered with crops. Suggests a revamp of Bures Circular Walks for reprinting and distribution. Also suggests considering how to improve the safety of walkers crossing over the Colchester Road to the flood meadows and the mill.

**Transport:** The Station Adopters report had been circulated.

**Tree Warden:** Ken Jackson had circulated his report prior to the meeting. He advised that he was willing to do minor tree trimming as necessary.

**SALC:** New representative needed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

**Primary School:** Cllr Fairbairn reported: New Head Teacher Ruth Slater appointed. Phonic results good. Key Stage 1 results showed an improvement on previous year. Key Stage 2 results average. School roll standing at approximately 180 and it was noted that the school was not currently full to capacity. The Governors were looking at ways to promote the school.

**Bures Common:** Cllr Jackson reported on the Great Get Together event held in June in memory of the late Jo Cox MP. Markets being extremely well attended. Work on barn progressing. Structure complete. Next stage being the boarding, flooring and roof. Application for Change of Use to be submitted.

A newsletter on the barn's progress to be circulated.

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

#### **16/07/17 ANY OTHER BUSINESS – items to note and for the next agenda**

The Chairman clarified that Cllr McCrory had stepped down at the previous meeting as Vice Chairman and Cllr Aries had taken on the role. As the youths regularly congregated in their cars at the Tawneys Ride garages it was suggested that a locking barrier could be installed to prevent this. Clerk to refer to Cllr Parker.

#### **17/07/17 DATES FOR REPRESENTATIVES AT BHPC MEETINGS:**

The following representatives were agreed:

2017: Cllr Ambrose – 18<sup>th</sup> September, Cllr Aries – 20<sup>th</sup> November

2018: Cllr Kemball – 15<sup>th</sup> January, Cllr Waring– 19<sup>th</sup> March, Cllr Jackson – 14<sup>th</sup> May.

#### **18/07/17 DATES FOR FUTURE MEETINGS**

Date of next meeting: Thursday 21<sup>st</sup> September – to be held at The Garrard Room, Bures Community Centre at 7.30pm. Cllr Jackson gave her apologies for the meeting and Cllr Aries agreed to Chair. Cllr Kemball also gave her apologies for both the BSMPC and Sportsground Committee meetings in September.

Future dates booked 2017/18: 23<sup>rd</sup> November 2017, 18<sup>th</sup> January 2018

Future dates agreed 2018: 22<sup>nd</sup> March, Joint APM 29<sup>th</sup> March, AGM 17<sup>th</sup> May, 19<sup>th</sup> July

The meeting closed at 9.40pm.

Signed:

Chairman

Date

