

**Minutes of Bures Hamlet Parish Council
Monday 16th July 2018 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, M Welch, M Randall, R. Butler,
Cllr J Aries (Bures St Mary PC), Cllr W Scattergood (BDC)

In the Chair: Cllr David Lee

Also Present: Mrs J Wright (Clerk) plus 2 members of the public

1/07/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr C Ellis and Cllr A Crowe (both on holiday).
Apologies accepted by those present. Apologies also received from Cllr D Finch (ECC).

2/07/18 CO-OPTION OF MEMBER

Two interests in the parish council vacancy had been received and a brief resume from each had been circulated to all members for consideration. One candidate had been unable to attend the meeting but asked to still be considered. The Chairman called for a vote and Miss M Baker was duly co-opted and invited to join members at the table. The Declaration of Acceptance of Office was duly signed.

3/07/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.
Cllr Butler declared an interest in Item 9b Application No. 18/01180/FUL.
No Dispensation requests put forward.

4/07/18 MINUTES

Minutes of the previous Annual Parish Council Meeting of 14th May 2018 and Planning Committee Meeting of 25th June 2018 (both previously circulated) were approved and duly signed as correct records.

5/07/18 PUBLIC FORUM

15 minutes maximum public participation
3 minutes for individual contributions unless longer required

There was 1 member of the public present.

The Chairman welcomed Mrs Scott to the meeting and thanked her for her work in upgrading the council website to the legal requirements. She gave a brief presentation putting forward suggestions for further improvements and expressed her aim to hand back control of the website to the Clerk by September.

6/07/18 POLICE

No police representative in attendance as per current force directive. Police information circulated as and when received.

Speed Watch: The Chairman thanked Mrs Aries for taking over as Co-ordinator of the Bures Hamlet Team. Volunteer training in hand but further volunteers still urgently needed. The Clerk agreed to investigate the cost of a hand held Dictaphone for the Team. It was noted that Police speed checks along Colchester Road had increased this year.

Battery thefts: It was noted that there had been several vehicle battery thefts from various sites in the village. The police had been informed but were unable to respond as incidents were not in progress at time of reporting.

Chief Constable: Update on the announcement of the next Chief Constable of Essex and his CEO had been circulated. Information available on the Essex Police News website.

7/07/18 COUNTY/DISTRICT COUNCILLOR REPORTS

County Councillor Report: No report presented. However Cllr Finch had given his apologies for the meeting and informed the Clerk that he would be attending the September meeting.

District Councillor Report: Cllr Scattergood reported on the refusal of the planning application for Land West of Colchester Road and outlined the procedure if an Appeal by the applicants was submitted. It was noted that for the S106 agreement to be met then a revised application would be required. Cllr Scattergood also reported on the BDC Local Plan which had currently been found unsound by the Inspector.

8/07/18 HIGHWAYS

Two correspondences had been received from residents raising further concerns of the need to reduce speeding traffic and improve the safety of pedestrians along Colchester Road.

Members agreed that a meeting between the parish council and the relevant authorities should be arranged to consider all options. Cllr Finch to be invited to attend.

- a) **LHP Requests:** 2 requests still to be actioned. 30mph roundels at Colchester Road and an additional bollard at the Millennium gateway. It was agreed not to action a request for Gateway entrance signs along Colchester Road at the moment.
- b) **Anglia Level Crossing Reduction Strategy:** The adjourned Public Inquiry which included pedestrian level crossing E54 was due to be resumed on 25th September 2018. Cllrs Lee and Welch had requested to speak at the inquiry along with Jan Aries as Parish ROW Officer.
- c) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team. Clerk to refer to Cllr Finch.
- d) **ECC Winter Salt Bag Scheme:** The Clerk had completed the online application form to participate in the 2018/19 scheme and was in receipt of risk assessments and volunteer briefing sheets. She suggested that the site for safe storage of the salt bag stock should be reconsidered and would follow up with the parish contractor.

9/07/18 PLANNING

- a) All applications received and comments made to date listed on the attached list.
- b) 4 applications required consideration at this meeting:
 - Application No.18/01110/FUL** Brook House Yard, Colchester Road – no objections raised.
 - Application No. 18/01180/FUL** Secretaries House, Station Hill – Cllr Butler had previously declared his interest and therefore removed himself from the meeting. Members considered the application to be a sensible use of a brown field site with no objections raised.
 - Application No. 18/00636/OUT** Land South of Penlan, Lamarsh Hill – Cllr Lee gave a brief history of the site for the benefit of members. ECC Highways had submitted its objection. It was agreed to object on the same grounds as stated on previous applications for this particular site.
 - Application No. 18/00860/FUL** The White House, Station Hill – no objections raised.

- c) **Refused Application No. 17/02291/OUT** – the parish council agreed to consider at this meeting its response to an anticipated planning appeal being lodged taking into account government policy and the results of the housing section of the recent parish plan survey. Cllr Scattergood put forward options to progress an initiative for bringing a small development of affordable housing to the village. She also noted that Natural England were considering the proposals to extend the AONB at Bures.
The following was agreed:
Clerk to contact both Braintree and Babergh District Councils to establish current housing need figures for both parishes.
BHPC members agreed there was a need for a joint parish housing survey and asked Cllr Randall to gain the view of BSMPC at its meeting on Thursday and to see whether its members would favour any costs being met through the Parish Plan fund. Timing of a survey also needed to be considered.
The parish council to be prepared for the possibility of a revised application being submitted reflecting S106 contributions.
- d) A proposal put forward by Bures Transition Group for use of the open space at Colchester Road as a Community Woodland was discussed. It was agreed that this proposal should be considered in greater detail at the September parish council meeting.
- e) **Application No. DC/18/00929** - Babergh District Council Planning Committee meeting scheduled for 25th July to be held at Endeavour House, Ipswich.
Recommendation for refusal given. BSMPC Chairman to attend and to speak on behalf of her parish council members. Both parish councils strongly objecting to this application.
- f) Clerk was investigating whether the parish qualified for any S106 contributions on approved Application No.15/01471/LBC The Swan PH, Station Hill. Cllr Scattergood agreed to follow up on her behalf.

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

10/07/18 DATA PROTECTION

New Government legislation came into force on 25th May 2018. Guidance and information being collated by the Clerk and she was liaising with both parish council Chairmen for a joint approach to the new regulations. Privacy notices had been included on the website and email communications.

Legal Briefing L04-11 Councillors as Data Controllers – it was noted that if Councillors work within the legal framework for Councillors they will be covered by the Councils scheme.

11/07/18 JOINT ACTION PLAN

It was agreed to defer approval of the Draft Joint Action Plan. This item to be discussed at an extraordinary meeting of the parish council to allow time for a more valued input from members to be given.

12/07/18 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Joint Emergency Plan:** Ongoing with the Clerk and BDC.
- b) **Website:** See Agenda Item 5 Public Forum.
- c) **Bures Station request stop:** Alan Neville of Greater Anglia advised members that a decision had been made to revert to the previous established operation whereby all trains will stop at Bures station. To commence in line with the Winter Timetable December 2018.

- d) **Electricity cable undergrounding at Station Hill:** Underground cables installed and wooden electricity poles now removed.
- e) **Vacant garage site:** See Agenda Item 9a – Application No. 18/00649/OUT pending for change of use with proposals to erect 2 no. detached and 2 no. semi-detached dwellings and associated carports. Members had given full support to the application.
- f) **Assets of Community Value:** Following classification of the Three Horseshoes as an ACV, it had been suggested that the Eight Bells should also be approached. The Landlord had advised the Clerk that he was happy for the parish council to proceed with the application to register the Eight Bells PH as an ACV.
- g) **Meeting with Clarion Housing Team:** Clerk following up.
- h) **ECC Local Service Fund:** Agreed to defer to September meeting.

Cllr Wendy Scattergood left the meeting at this point.

13/07/18 FINANCE

Business Access A/C balance: £15,174.88

Community A/C balance: £4,316.09 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 10th July 2018 – circulated, noted and attached.
Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.

14/07/18 AUDIT MATTERS

- a) Waiting on External Auditors approval of 2017/18 accounting statements – noted.
- b) Internal Audit Review meeting to be held on 2nd October – Cllr Randall, Cllr Crowe, Clerk and Internal Auditor to attend.
- c) BHIB Insurance renewal received reflecting recommendations made by the Chair and Clerk as previously agreed.
- d) Standing Orders duly amended to reflect power devolved to the Clerk to respond on behalf of the parish council to planning applications as and when required.

15/07/18 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

LTN 82 Compulsory Land Purchase Orders

L05-18 Data Protection Fees

EALC Legal Updates May, June & July 2018

LTN 1 Councils Powers to Discharge their Functions

LTN 2 The Chairman of Local Councils

LTN 5 Parish and Community Council Meetings

Information from Department of Communities & Local Government on CTB

L08-18 Judicial Review Claim brought against Ledbury Town Council implications

L02-06 Councils Payment of SLCC Fees for their Clerks

16/07/18 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated. Cutting back of hollyhocks at Station Hill to be discussed at the September meeting.

17/07/18 PHYSICAL RISK ASSESSMENT

Cllr Welch had circulated his report prior to the meeting. The lamp at Woolpit Downs appeared to have an intermittent fault. Grit bin at Cambridge Way needed topping up. Clerk to follow up on all items raised.

18/07/18 REPORTS

Bures St Mary PC: Next meeting to be held on Thursday 19th July. Cllr Randall agreed to attend as representative for BHPC.

Cemetery: Cllr Lee reported: Concerns regarding the need for a boundary fencing between the cemetery and the new development still being followed up.

Sportsground: Cllr Welch reported: Quotations and designs being sought for a new roundabout. A request for tennis courts to accommodate the playing of Pickle Ball being investigated. Play equipment and tennis court posts to be re-painted.

Community Centre: Nothing to report since previous meeting. It was noted that the Wi-Fi code should be updated.

Rights of Way: Cllr Aires had circulated her report. FP5 - works in hand to improve access. FP4/5 at Long Gardens - overgrown vegetation reported. FP14 - makeshift gate reported. Several ROW were lacking fingerposts and waymarkers but none considered urgent. However Cllr Aires would continue to follow up. Byeway 25 – resurfaced and drainage installed.

Station Adopters: A report had been circulated. A smart-card reader installed on the concrete plinth allowing tickets to be downloaded and ticket information to be more accessible. An unmoved vehicle in the carpark had been reported and has now been removed.

Transport: Nothing to report since previous meeting.

Tree Warden: No report.

Bures Primary School: No report.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated.

Bures Common: Restoration of the barn progressing well. Markets continuing to be extremely successful.

19/07/18 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

The following representatives were agreed:

Cllr Butler – 19th July 2018, Cllr Crowe – 20th September 2018, Cllr Welch – 22nd November, Cllr Randall – 17th January 2019, Cllr Ellis – 21st March 2019, Cllr Lee – 16th May 2019.

20/07/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Next agenda items – ECC Local Services Fund and Hollyhocks.

21/07/18 DATE OF NEXT MEETING

Parish Council Meeting – Monday 17th September 2018 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: 19th November

2019: 14th January, 18th March, Joint APM 28th March, AGM 13th May,
15th July, 16th September

The meeting closed at 10.10pm

Signed:

Chairman

Date: