

Minutes of Bures Hamlet Parish Council Meeting
Virtual Meeting held on
Monday, 20th July 2020 at 7.30pm

Present: Cllrs M Baker, C Ellis, K McAndrew, D Monk, R Shackell, M Welch,
B Raymond, Cllr J Aries (BSMPC & Parish ROW Officer),
Cllr T Saer (BSMPC)

In the Chair: Cllr M Welch

Also Present: Cllr D Finch (ECC), Cllr W Scattergood (BDC), Mrs J Wright (Clerk)
plus 2 members of the public

01/07/20 APOLOGIES FOR ABSENCE

No apologies received.

02/07/20 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.

03/07/20 MINUTES

Minutes of the Parish Council Meeting of 18th May 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

04/07/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There were 2 members of the public present. Cllr Saer (BSMPC) also in attendance to answer any questions from the members regarding Item 8 (c) on the agenda. She considered that her proposals for a business/community trading unit on the sportsground would cover some aspects raised in the Design Out Police Officer's report.

Members of the public raised the following matters:

- a) Traffic calming measures needed for Colchester Road. Speed reduction countdown signs or 30mph roundels were suggested options. The Clerk advised that a LHP request had been previously submitted for traffic calming measures from the Mount Bures junction through to Bridge Street but this had been refused by ECC. Cllr Finch suggested submitting a request for non-statutory roundels or speed reduction signs if desired. Clerk agreed to follow up.
- b) Overhanging vegetation – Clerk asked for specific locations to enable her to follow up.
- c) Improved entry and exit signs at the Nayland Road carpark requested – to be referred to the Sportsground Committee.
- d) Continuing speeding issues at Colchester Road – police to be informed.

County Councillor Report: Cllr Finch commented on the following:

- a) ECC Covid-19 response plan – report to be forwarded to the Clerk for circulating and advertising.
- b) ECC funding for the Domiciliary Care and Care Home facilities.
- c) Local Government Reform – a White Paper being prepared to bring to Government in September.

Cllr Finch noted that any ECC Highway matters raised during the meeting should be forwarded to him for follow up.

District Councillor Report: Cllr Scattergood noted to members that she supported the suggestion for speed reduction countdown signs.

Cllr Scattergood commented on the following:

- a) BDC planning meetings were being conducted virtually via 'Teams'. BDC Planning Officers currently working through approximately 600 applications for the district which had built up during the Covid-19 restrictions.
- b) Brookfield Grove – Cllr Scattergood was pleased to report that following several months of discussions with the Asset Team, Officers were currently preparing the long awaited consultation letter to be delivered to all residents. Views were being sought for best use of the leased land to the rear of Cambridge Way.

Cllr Finch left the meeting at this point.

05/07/20 POLICE

- a) Suffolk and Essex Police continuing to support the village. Suffolk Link Officer had particularly noted that the two police forces will work jointly on any ASB reported incidents in the village. The Suffolk Police Engagement event report of 28th June and the Suffolk Design Out Police Officer's report had both been circulated with matters raised currently being addressed by the Sportsground Committee. British Transport Police following up on those not adhering to Government guidelines on the wearing of masks on public transport. The following concerns to be forwarded to the Sportsground Committee for addressing: Lack of social distancing on the footbridge, dangers of jumping from the footbridge into the river, improving signage, improving lighting at the riverbank area.
- b) Speedwatch Scheme – Cllr Aries advised that owing to the continuing COVID-19 restrictions Speedwatch teams remained unable to operate.
- c) No police representative in attendance as per current force directive. Police information circulated as and when received and newsletters also available online.

06/07/20 HIGHWAY MATTERS

a) Local Highway Panel requests:

- 1) Bus stop at Mount Bures junction – to be marked and formalised with slow markings on the road - this request was being progressed.
- 2) Bollards at Millennium gateway – ECC has agreed to install 2 additional bollards to protect a fire hydrant and awaiting financial authority.

b) Crossing at Colchester Road: A request had previously been submitted for a pedestrian crossing to be installed at the Millennium Gateway and subsequently refused on the grounds that speed of vehicles entering the village was too high and this would create a danger to those using a crossing. Cllr Aries advised that the results of the recent traffic survey demonstrated that there were no grounds for the installation of a 40mph buffer zone as the traffic was not travelling too fast on entering the village. This being the case, it would therefore be appropriate to resubmit a request for a pedestrian crossing at the gate entrance leading to the Millennium footbridge. Footfall counts needed. Speedwatch Team to assist volunteers to gain data needed to support a LPH request for a crossing point.

c) Station Hill footpath: Tree roots creating a hazard on Station Hill footpath to be referred to Cllr Finch for follow up.

- d) ECC Devolution Scheme:** Under the Devolution “Buddy” scheme the following items had been referred: a) Damaged pipe and pothole at Water Lane – ECC considered this as a private issue. Costs for its repair had been sought. The owner of the damaged pipe had offered to make a contribution to the costs. The Clerk was requested to make the neighbouring property owners aware of the continuing issues as the pipe leakage may have a resulting effect on the adjoining boundary wall. Clerk to continue to follow up with the landowners and ECC Highways. To be referred to Cllr Finch for advice. b) Several fingerposts had been reported for renewal – Clerk to re-issue the requests.
- e) Bridge Street:** Potholes to be repaired, Ref 2669884. ECC confirmed that a full safety inspection of Bridge Street was scheduled for August. Resident’s concerns of vehicle vibration resulting in possible structural damage to their properties had been referred to Cllr Finch and his response forwarded to the residents.
- f) ECC SWAS:** A scheme has been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20 of the flooding issues at Colchester Road/Bridge Street/Station Hill. Clerk waiting on an update.
- g) Anglia Level Crossing Reduction Strategy:** Regarding the E54 crossing at Bures the parish council is still waiting on the Inspector’s decision following the Public Inquiry held on 8th November 2018 at Chelmsford. Final decision from the Secretary of State for Transport due July 2020.
- h) B1508 bridge closure:** Suffolk Highways informed the parish council of a planned 24/7 closure scheduled for 3rd to 21st August to enable waterproofing works to the bridge deck to take place.

07/07/20 PLANNING

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

b) Applications requiring consideration at this meeting:

20/00805/FUL The Small Holding, Ferriers Lane CO8 5DL – change of use of land to use as a residential caravan site for 6 gypsy pitches, including the erection of two ancillary amenity buildings and hardstanding – members considered the application and noted that work had commenced prior to the application being submitted. It was also noted that each pitch would be for 2 caravans to stand. The current site was well maintained however concern was raised regarding the probable increase in movement of touring caravans via Ferriers Lane which was classed as a Public Byeway. Objections raised – outside of Village Envelope, poor access, pedestrian safety.

It was unanimously agreed to object to this application.

20/00324/OUT Colchester Road vacant garage site – re-consultation on updated Flood Risk Assessment. Members were happy with the updated flood risk and remained supportive of the application. Clerk to write to BDC accordingly.

20/00209/TPOCON No 8 Lamarsh Hill – to reduce Walnut tree back to previous cut points – Tree Warden agreed to visit the site and forward a report.

c) Other planning matters reported on:

APP/XC1510/W/19/3237376 Land South of Pen-lan, Lamarsh Hill – refused by Inspector at Appeal.

Land to rear of Cambridge Way: Matter reported on at Item 04/07/20 District Councillor’s Report.

Cuckoo Hill development: A new Inquiry date set for 6th October 2020 with venue still to be agreed. A Surveyors site visit being arranged. BSMPC continuing to follow up with BDC on all issues being raised by residents.

Parsonage Hill site: Some properties sold with a moving in date scheduled for October. Issues raised with developer: loud music on site, bonfires on site and inconsiderate parking by the workforce at the entrance into Parsonage Grove all being addressed.

d) BDC Joint Section One Local Plan: A BDC Media Release setting out the next steps for the Plan had been circulated and advertised.

08/07/20 BURES PARISH ACTION PLAN:

Highways, Street Lighting, Retail Facilities WP reports:

a) Light at Parsonage Hill: The developer had declined a request from the parish council to meet the costs of an additional light at Parsonage Hill. Therefore costs would need to be borne by the parish. Parish light P3 along the Paddocks footpath needed to be upgraded. Both items to be referred to the September meeting.

b) Roses General Store: BDC had received an objection to the alcohol licence application submitted by the current owners of the vacant shop. This had resulted in a Licensing Hearing to be held on 30th July. The parish council had not objected to the application but agreed not to send a representative to attend the virtual Licensing Hearing.

Cllr Saer (BSMPC) removed herself from the meeting at this point.

c) Request for Business/Community trading unit at Bures Sportsground:

The Chair advised those present that it had been agreed at the last Sportsground Committee meeting of 2nd July for the matter to be referred back to both parish councils for full consideration.

The Clerk had circulated all documentation relevant to this matter to members to allow them to debate the matter fully.

Advice had been obtained from Babergh District Council regarding planning requirements, Permitted developments, Business Rates and Food Safety & Licensing. This advice had been circulated to all members.

Points discussed - vehicle location, water & electricity supply, drainage, options for other available sites in the village, conflict of interest being a councillor, fair to the market, managing a precedence, competitive tenders required to be open and transparent, whether the venture is taken on by the parish councils or privately run, could this be a mobile business/community trading unit as per other traders who visit the village, the sportsground is an open recreational space not for retail, as written in the Sportsground Committee Terms of Reference.

All members objected to a business/community trading unit at Bures Sportsground.

Cllr Saer (BSMPC) was invited to re-join the meeting at this point.

The Chairman advised her of the decision. However he stressed that although all members were extremely supportive of her venture they did not consider the recreation ground to be a suitable location.

09/07/20 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) County Broadband installation: Works currently ongoing. Poles installed as agreed.

One pole installed at Hamlet Court not discussed at the site meeting however it was indicated on the maps. The parish council was not aware if County Broadband had erected advisory notices in advance of erecting poles. However, County Broadband had confirmed the requirements of the Electronic Communications Code had been met. County Broadband negotiating with residents in Maltings Close for approval to allow works to proceed over privately owned land.

b) S106 Contributions: The ground matting at Bures Common had been installed. Clerk following up documentation with BDC to enable a smooth transfer of the S106 contributions to the parish council.

- c) **Parish Councils Foundation Award:** The Clerk had submitted the application to EALC/NALC for approval. She thanked Cllr Monk for her valued input in getting the application submitted.
- d) **Health & Wellbeing Plan:** Cllr Fairbairn (BSMPC) had kindly agreed to put forward a first joint draft plan for discussion at the next parish council meetings.
Joint Action Plan review: Cllr Jackson (BSMPC) had prepared a review for all members to comment on before the next parish council meetings. Circulated to all members.
- e) **Recording and use of Social Media at Council meetings:** Agreed to defer to the next meeting.
- f) **One Suffolk website accessibility update:** One Suffolk offered the parish council a paid Accessibility Audit and Scan of its website with 23rd September 2020 as the deadline for all Local Government websites to be compliant with the WCAG 2.1 standard. It was agreed to proceed with audit and scan. Costs to be shared with BSMPC.
- g) **Alternatives to Glyphosate:** Parish Contractor continuing to investigate for the best alternative.
- h) **Millennium footbridge access:** The Clerk had obtained a quotation to repair the drop at the access onto the footbridge. Cost £460. This was accepted. A footpath closure application would be required. Clerk to follow up.

Cllr Scattergood left the meeting at this point.

10/07/20 RIGHTS OF WAY

The Parish ROW Officer's report had been circulated and noted.

Items referenced in particular from the report:

- a) Footpath 5 – Ferriers Farm to Hornes Green – the parish council had put forward Option 3 as suggested by ECC for re-routing the path. Some concerns raised by neighbouring parishes. No further update from ECC to date.
- b) Footpath 30 – part repair carried out under the Footpath and Pavement repair scheme. No further information on the ownership of the sections which accessed both sides of the railway crossing.
- c) FP 1, 3 & 4 – Essex County Council remained of the opinion that the re-instatement of FP3 was a viable option combined with the extinguishment of FPs 1 and 4. This matter was still being considered by all parties.
- d) ECC PP3 Scheme – Shirley Anglin PP3 Co-ordinator was keen to liaise with Cllr Aries on the benefits of the scheme. A meeting to be arranged later in the year.

11/07/20 FINANCE AND AUDIT MATTERS

- a) Still waiting on External Auditors approval of the 2019/20 accounting statement – noted.
- b) Internal Audit Review meeting to be held early October – date to be agreed – Cllr McAndrew, Cllr Shackell, Clerk and Internal Auditor to attend.

Business Premium A/C balance: £9,053.32

Community A/C balance: £3,670.33 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 8th July 2020 – circulated, noted and attached.
 Corresponding bank statements – circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.

12/07/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All documentation has been circulated and noted and there were no comments made.

LGA Code of Conduct Consultation – responses by 17th August

L03-20 Postponement of Elections and Referendums

NALC Briefing Summary of Advocacy on the Impact of Coronavirus

NALC Briefing Housing, Communities and Local Government Committee

13/07/20 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

It was agreed that the mesh guard should be re-fixed to the bottom of the Millennium footpath entrance gate for safety reasons. Clerk to follow up.

14/07/20 PHYSICAL RISK ASSESSMENT

Cllr Shackell had circulated his report prior to the meeting. Assets in a very good condition.

Flower tub at Colchester Road to be replanted by a resident. Waste bins needed emptying.

Dog waste bins emptied by BDC on a Wednesday morning. Bus shelters needed cleaning.

Essex Knoll bench to be varnished before the autumn. Clerk to follow up on all items raised.

15/07/20 REPORTS

Bures St Mary PC: Cllr Aries had circulated a report on behalf of BSMPC prior to the virtual meeting. Next meeting to be held on 23rd July 2020.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Contractor investigating alternatives to glyphosate and was currently hand weeding and raking. New cemetery map printed. Stonemason to carry out a full inspection of all memorials for safety and stability when Covid- 19 restrictions eased. UK Power notified of the overgrowth on a utility pole. The Cemetery Authority had been awarded a Government grant as part of the support package for small businesses. It continues to waive all interment costs during this difficult time. Still waiting on the erection of the boundary fence as agreed by Stemar Developments.

Sportsground: Cllr Welch had circulated a report from the Committee meeting held on the 2nd July. Assistant Sportsground Clerk had resigned with no immediate plans to replace. Landing stage repaired. Some matters raised on the Police Crime Out Report being addressed. Request for a retail/community unit to be referred to the two parish councils for consideration at the pending July meetings. Fencing project proceeding. Members had agreed for the Cricket Club to install a new net between the Pavilion and the tractor shed. CCTV being installed at various locations on the recreation ground.

Community Centre: Cllr McCrory had circulated a report from the virtual Committee meeting of the 15th July. CCTV installed. Electrical survey completed with matters raised being addressed. Upgrade of heating system being investigated. Independent survey in hand.

Transport: Nothing to report.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters. Very little planting had taken place during the Covid-19 restrictions. The platform lights issue remained ongoing. New noticeboards to be erected on the waiting room. CCTV installed on the platform. Advisory signage still to be installed.

Tree Warden: Cllr Baker to submit her comments on the tree application for No. 8 Lamarsh Hill. She continued to raise her concerns with ECC regarding the large oak tree along Colchester Road.

Bures Primary School: The Chair of Governors had circulated a 2019/2020 Reflections on the School Year prior to the virtual meeting. This was noted and placed on the parish council website.

Bures Common Land Trust: Gill Jackson, Secretary had circulated a report prior to the virtual meeting. Grass protection grid had been laid and financed by S106 contributions. Markets had resumed in June with fewer stalls, social distancing and hand-sanitising stations. Two food vendors operating from the gateway to the Common.

NHW: NHW newsletters had been previously circulated.

16/07/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Baker to follow up on the matter of burning waste at the allotments. The Allotment Manager was aware of the issues. Allotment holders to be advised to use compost bins or a skip was suggested.

The Administrator for the Beautiful Bures facebook page advised that she would ensure posts were monitored and removed as and when appropriate.

17/07/20 DATE OF NEXT MEETING

Monday 14th September to be held virtually.

Future dates booked: 2020: 16th November,

2021: 18th January, 15th March, APM 22nd March

The meeting closed at 10.15pm

Signed:

Chairman

Date: