

**Minutes of Bures St Mary Parish Council Meeting
Thursday 21st September 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs J Aries, T Fairbairn, D Ambrose, R Kemball, L Alston,
S Pentney, Alan Crowe (BHPC)
In the Chair: Cllr Jan Aries
Clerk: Mrs Jenny Wright

1/09/17 APOLOGIES

Apologies received from Cllr Jackson (work commitment), Cllr Waring (work commitment), Cllr McCrory (personal commitment). All apologies were accepted by those present. Apologies also received from Cllr James Finch (SCC), Cllr Lee Parker (BDC) and Mr Tim Underwood.

2/09/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
None declared.

3/09/17 MINUTES

Minutes of the previous Parish Council Meeting of 20th July 2017 (previously circulated) were duly approved subject to the following amendments: Item 9 – 'using the Survey Monkey software' to read 'with a bespoke template he had devised.' Item 12 – 'Essex Code' to read 'Suffolk Code'. Item 15 Primary School – 'Key Stage 2 results average' to read 'in line with National Average'. The minutes were then duly signed as a correct record.

4/09/17 PUBLIC FORUM

No members of the public present. Referring to items raised from the last meeting, the Clerk noted that she had reported the lamp at The Croft which required adjusting and Cllr Parker had followed up directly with Mr Underwood on the advertising of planning applications for the District.

5/09/17 POLICE

All police reports and police meeting dates circulated and noted.

a) Anti-social behaviour at the sportsground – Cllr Jackson and the Clerk had met on site with Sgt Matt Paisley and PCSO Laura Mansell. Sgt Paisley advised that British Transport Police, Suffolk and Essex Police had all been made aware of the issues and a dispersal order set in place to be used when necessary. Transport Police had agreed to monitor youths boarding at Sudbury railway station on Friday and Saturday evenings. A letter of thanks had been sent to Sgt Paisley for his welcomed input.

b) ASB at Tawneys Ride garages – Cllr Parker following up with BDC with a view to improving the site and to hopefully make it less attractive to ASB.

c) CCTV/Police Specials/Street Watch – The Clerk had circulated details of Street Watch Schemes and CCTV information. Security Smart UK offered to carry out CCTV installs and any maintenance free of charge with only the hardware cost being met by the parish council. Members considered the kind offer but agreed to decline. A letter of thanks to be sent. However it was agreed to investigate the Police Specials Scheme and its criteria to see if this could be linked over border.

6/09/17 HIGHWAY MATTERS

Cllr Jackson, Cllr Ambrose and the Clerk had met on site with County Cllr Finch and John Simpson (SCC) to follow up on parish highway issues. A report had been circulated.

- a) **Bollard at High Street** – following a lengthy discussion it had been agreed not to install a bollard at the requested location but to look at refreshing centre line marking and slow markings on the road. It was also agreed to replace the existing ‘road narrows’ sign and ‘reduce speed now’ sign on the southern approach with a new sign ‘vehicles in middle of road’. Design estimate being prepared.
- b) **Kerbing repair at Randalls in the High Street** – it was agreed that the kerb should remain as removing it would result in a significant level difference which would potentially be more hazardous.
- c) **Unofficial school crossing** – SCC Highways confirmed that the marking of the crossing with a visible colour would be included in its programme of works. However the parish council to request that this matter should be put on hold until all options for improving pedestrian safety at the school are thoroughly investigated. The Chairman suggested that the Primary School should also be proactive on this. Cllr Fairbairn advised members that a letter requesting the parish council’s support was pending. Concerns of parent/child safety at the school gate entrance in the mornings was also raised. Cllr Fairbairn agreed to follow up.
- d) **Bridge Street road bridge repairs** – the trip identified on the surfacing did not meet the Highway Maintenance Operation Plan Defect criteria and would not be repaired as urgent. However bridge structure repair was scheduled in 2018 and any maintenance works would be incorporated in with those works.
- e) **St Edmunds Lane** – Cllr Aries had inspected the Lane, however she reported that the pot holes would not meet the criteria for repair. It was agreed to remove this item from the agenda.
- f) **Hollow Lane works** – as noted for St Edmunds Lane and therefore agreed to remove this item from the agenda.

Other highway items reported on:

- a) **B1508 speed issues** – a Speed Detector Recorder placed between Hollow Lane and Great Bevills had indicated that the vehicle speeds did not meet the current criteria for enforcement. The Clerk to request two further SDRs, one to be placed within the 30mph zone near Nos 3 and 4 Sudbury Road and another at Mill Cottages, Nayland Road.
- b) **Parking issues** – Cllr Aries reported that she had put herself forward to join the Bures Hamlet Speed Watch Team. Inconsiderate parking and speeding had been highlighted in the Parish Plan survey and would need to be addressed by both parish councils. Cuckoo Hill was an area of recent concern. The Clerk had circulated details of Vehicle Activated Signs (VAS) for future discussion. Parking bay issues at Tawneys Ride were currently being addressed by BDC. The Clerk agreed to follow up on other inconsiderate parking issues at Tawneys Ride.
- c) **The Waldegraves** – it had been noted to the members that the Waldegraves remained an unadopted estate with no Residents Association set in place. There was currently no adequate lighting or street cleaning. The parish council agreed to support the residents in their application for the highway and lighting to be adopted by SCC. It would also arrange for the estate to be included in the Parish Council Street Cleaning programme.

7/09/17 MATTERS ARISING FROM PREVIOUS MINUTES

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

- a) Residents Association: This was now in place. Chris Shakespeare of Ashton Chator Management Group overseeing 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 continuing to follow up with BDC. 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. Play area to be under the parish council's remit when land transfer finalised.
- 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.
- 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) Building works at Cuckoo Hill: Following concerns with the recent removal of the bank and hedge abutting St Edmunds Lane, Cllr Parker had visited the site but confirmed that there had been no breach of planning conditions to date but would continue to monitor.

3) Sworders shop front: Clerk continued to bring the matter to the attention of the owner. Cllr Fairbairn suggested that the shop should not be used for parish advertising but it was agreed not to follow up on this suggestion.

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 due to commence week of the 25th September.

5) Overgrown vegetation at Nayland Road: Cllr Pentney noted that she regularly trimmed back the vegetation and that it was currently not impinging on visibility along Nayland Road.

6) Assets of Community Value: No progress to date. Cllr Jackson to report back to members at the next meeting.

7) Joint Emergency Plan: Cllr Lee, Cllr Jackson and the Clerk had met to review the current Bures Emergency Plan. Several amendments had been agreed and the Clerk would contact Braintree District Council for advice on finalising the Plan for approval by both parish councils. Details of both parish council Chairmen, Vice Chairmen and Clerk had been included in the BDC Alerting Directory. Bures Community Centre had been made a designated Rest Centre for the Babergh District for use during a major incident.

8) Grounds maintenance: All works completed as per current parish contract. It was noted that the brick pillar at the Alms Houses was damaged. Also debris regularly needed clearing along the boundary wall of the Alms Houses. Clerk to contact the Church Warden to discuss. Following a change in tenants at the Alms Houses the Clerk noted that she needed a new contact to liaise with regarding removing vehicles off Cuckoo Hill when funerals take place.

9) Team Tree Christmas Lights: Team Tree had asked for the two parish councils to take over the Christmas Lights Scheme. BHPC had agreed in principle. The Scheme to be renamed Bures Christmas Lights with funds held by BSMPC and cheques administered from the fund for future lights and upkeep. The lights to be an asset of BSMPC. All risk assessments, details of qualified electrician and certificate of competence to be held on file. The members noted that if the current volunteers should withdraw then the parish councils would be required to either disband the scheme or gain other volunteers and equipment to continue. BSMPC agreed to take on the Scheme jointly with BHPC.

10) Dementia Friendly Community: It had been agreed at the January meeting to hold a Dementia Friends event during the year and to meet the hall hire costs but to date no event had been arranged. The Clerk agreed to follow up with Cllr McCrory and to include as a next agenda item if requested.

8/09/17 JOINT PARISH PLAN

Cllr Fairbairn reported the following: The use of Monkey Survey had been discontinued and the responses being collated onto a manual template. He handed bundles of 25 survey responses for collating to those willing members present. A sub-committee to meet and prepare a Response Summary for presenting to both parish councils. Responses noted to date highlighted the need for improved communication between the two parish councils and residents. The Clerk and Cllr Tim Fairbairn had agreed to attend a SuffolkCloud website briefing with a view to improving communications. It was noted that St Mary PCC was investigating expanding delivery of the parish magazine to all Bures residents and the parish council agreed to liaise with the PCC on this.

9/09/17 PLANNING

All applications received and comments made – see attached list.

The Chairman asked that members acknowledge to the Clerk either an objection or support comment on all planning applications received.

It was noted that the Babergh and Mid Suffolk Joint Local Plan Consultation was to run from 21st August until 5pm on 10th November 2017. Local drop in sessions advertised. Cllr Aries and the Clerk to attend a Town and Parish Briefing at Sudbury Town Hall and would report back to the members to enable a response to be made prior to the Consultation end date.

10/09/17 FINANCE

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

Bank reconciliation dated 12th September 2017 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached. Both signed by the Chairman and non-signatory member – Cllr Kemball.

The Clerk had attended a Financial Briefing at EALC in July and notes from the briefing had been circulated. It was noted that the current Parish Council Financial Regulations were in accordance with the NALC Financial Regulations.

2017/18 Insurance renewal with Came & Co. circulated and agreed.

Asset Register and Breakdown of Insured Assets circulated and agreed.

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

11/09/17 AUDIT MATTERS

External Auditor's approval of 2016/17 Accounting Statements received with no matters arising. Completion of Audit documentation published.

Internal Audit Review meeting arranged for 4th and 5th October at 6pm. – Cllr McCrory and Cllr Kemball agreed to attend one session with the Clerk and Internal Auditor.

The Minor Works Preferred Builders List was reviewed and approved. The Clerk to add the details of the electrician for the Bures Christmas Lights to the list when agreed.

The Clerk had attended a Data Protection Regulations Briefing at EALC and notes from the briefing to be forwarded to all members. New legislation was due to be introduced before or on 25th May 2018. Cllr Fairbairn to also attend a Briefing at SALC on 12th October. Both SALC and EALC to support the parish councils through the pending new changes.

12/09/17 Government Consultation Papers/Legal Topic Notes

All the following documentations have been circulated and noted:

LO3 -17 annex 4A May 2017 Introduction to Reform of data protection legislation

LO4 -17 July 2017 Reform of data protection legislation – General Data Protection Regulation and Data Protection Bill

12 Steps to Preparing for the General Data Protection Regulation (GDPR)

NALC Data protection Regulations Policy Committee recommendations

EALC Legal Update No. 4 August

LTN 36 Unfair Contract Terms

LTN 40 Local Council's Documents and Records

LTN 69 Anti-Social Behaviour and Harassment

13/09/17 CORRESPONDENCE

Details of Babergh & Mid Suffolk District Councils move to new premises scheduled for 1st October 2017 - circulated

Information on Implementation of Civil Parking Enforcement (CPE) - circulated

LAIS 1401 Litter Strategy – circulated

BDC Town & Parish Council Newsletter July - circulated

BDC Invitation to Sudbury Vision Event September – circulated

AONB Monthly update August 2017 – circulated

Details of www.Oil-club.co.uk - circulated

14/09/17 REPORTS

Assets Report: Cllr Alston reported: All assets checked and satisfactory. Only 4 grit bins found and checked. Cllr Ambrose kindly agreed to check number and sites of the grit bins. Defibrillator still to be checked. Clerk to follow up with Cllr McCrory.

Bures Hamlet PC: Cllr Crowe reported: Cllr Wilson had resigned and parish council to co-opt in due course. Volunteers were being encouraged to join the Bures Speed Watch Scheme as it was currently low in number. 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. Christmas Lights Scheme now under the remit of both parish councils.

Cemetery: Cllr Aries reported: Cemetery trees along boundary of No. 14 Cuckoo Hill had been trimmed and tidied. Picus tests to be carried out on the Cedar and Sequioa 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. Fencing to be installed in gap at St Edmunds Lane rear railings to deter Muntjac entering the cemetery. To maintain good cemetery access for the funeral cortege and mourners, a contact person at the Alms Houses was essential for the Clerk to liaise with on funeral dates and times.

Sportsground: Cllr Ambrose reported: New contracts being drawn up for grass cutting, general maintenance and play equipment maintenance. New contracts to commence 1st October 2017. The groundwork cement base for the Morpheus X had been installed. Project due to be finalised in week of the 9th October with an Open Event hopefully planned for the 13th October but these dates were subject to change. Grants to the ECC CIF and National Lottery being submitted for a disabled swing to be installed in the main play area.

Community Centre: Cllr Crowe reported: Minutes of previous meetings had been circulated. Under the new law on workplace pensions all Community Centre employees who meet certain criteria to be invited to be put in a pension scheme.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. The damaged handrail on steps down to the bank by 'Burnetts' had been repaired. More waymarkers needed on FP1.

Transport: The Clerk circulated details of the Sudbury Bypass Petition organised by James Cartlidge MP with an invitation for all members to attend the official launch on 22nd September in the Assembly Room at Sudbury Town Hall at 10.30am.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. He noted that some reduction to the two silver birch trees had been organised by No. 5 Eves Orchard with prior permission from BDC. Mr Jackson asked for suggestions for suitable tree planting areas and specific species. Cllr Fairbairn suggested that the new school playing field was an area to be considered to allow some shade for the children.

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. A working group being organised to tidy up the school gardens and to repaint seats and railings. All welcome to join in. Cllr Fairbairn noted that the school was approximately 20 short of its full capacity of 210 children with the Governors continuing to look at ways to promote its outstanding school.

Bures Common: Cllr Ambrose reported: Restoration of the barn progressing well. Chestnut plastic coated iron roof erected. Concrete flooring and weatherboarding in hand. Application for Change of Use to be submitted to BDC when repair work complete. Markets being extremely well attended.

15/09/17 ANY OTHER BUSINESS – items to note and for the next agenda

None given.

16/09/17 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 23rd November 2017 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: 18th January, 22nd March, Joint APM 29th March, AGM 17th May, 19th July.

The meeting closed at 10.08pm

Signed:

Chairman

Date

