

**Minutes of Bures St Mary Parish Council Meeting
Thursday 20th September 2018 at the Main Hall,
Bures Primary School, Nayland Road**

Present: Cllrs G Jackson, J McCrory, T Saer, A Waring, L Alston,
J Aries, D Ambrose, J McCrory, M Baker (BHPC), L Parker (BDC)

In the Chair: Cllr Gill Jackson

Also Present: Mrs Jenny Wright (Clerk) plus 3 members of the public.

1/09/18 APOLOGIES

Apologies received from Cllr T Fairbairn (personal commitment) and Cllr S Pentney (unwell).
Apologies accepted by those present.

2/09/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non-pecuniary' interests and dispensation requests.
No Register of Interests declared or Dispensation requests put forward.

3/09/18 MINUTES

Minutes of the Extraordinary Parish Council Meeting of 6th September 2018 and the Joint Planning Committee Meeting of 6th September 2018 (both previously circulated) were approved and duly signed as correct records.

4/09/18 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 3 members of the public present.

The parish council were asked to follow up on the extremely worn road markings in the parish particularly in Church Square, High Street and Cuckoo Hill. Also the growth of foliage over signs overall in the County. The Chairman noted that the parish contractor would ensure all signs in the parish were visible and the Clerk agreed to follow up on both matters with County Councillor James Finch.

Mr Underwood offered to continue to assist the Clerk with the Joint Parish Emergency Plan. Mrs Scott thanked all Councillors for their continued hardwork for the parish.

5/09/18 POLICE

All police reports and police meeting dates circulated and noted.

PC 836 Jon Gerrish had been appointed Community Engagement Officer for the Sudbury and Haverhill sectors. A direct link to make contact with PC Gerrish was on the parish council website.

The Chief Constable had responded to the parish councils concerns to reduce the PCSO workforce in Suffolk and had satisfactorily given his assurances that overall changes would improve the visibility of police officers in the communities.

Details of Operation Sceptre, an initiative to safely dispose of unwanted knives had been circulated.

6/09/18 HIGHWAY MATTERS

No report had been received from Cllr James Finch (SCC).

- a) High Street traffic calming: A detailed design of the proposals had been received but still to be processed by SCC Highways.
- b) Improvements to school crossing point – SCC had drawn up proposals which are to be discussed with the Head Teacher before being presented to the parish council for approval.
- c) The Waldegraves - Cllr Finch reported that he had written to the SCC Highway Development Manager regarding the adoption status of the Waldegraves to obtain the formal position expressed by the developer to the Development Team. The parish council agreed that it would be preferable for all developments to be adopted.
- d) Works to Bures Bridge: The Clerk had received notification that the scheduled works would not be done this financial year but were provisionally included in schemes for 2019/20. The defect on the walkway would be repaired with the surfacing to be inspected before the winter.
- e) Damaged signs: The bend warning sign along the Sudbury Road had been reported Ref: 00207836 and under investigation.
- f) Civil Parking Enforcement: Responsibility of CPE to be transferred from Suffolk police to SCC in 2019. Currently all Traffic Orders, roadmarkings and signs associated with on-street parking were being assessed as consistent and fit for purpose. Six new TROs, one for each district in Suffolk being created. The Clerk was in receipt of a map specific for Bures St Mary showing all current TRO's.
- g) SCC Grit bin review: Information on the process had been circulated to all members. Grit heaps to be removed. Highways would ensure all registered grit bins were re-stocked prior to winter.
- h) SCC Community Self Help Scheme – Clerk waiting on further information following completion of briefing survey.
- i) Speeding and parking issues – Cllr Aries reported that a BHPC Speedwatch team of 5 volunteers was currently operating at Colchester Road. A Dictaphone and 2 Body Cams had been supplied by BHPC for use by the Team. Data was collected and forwarded to Essex Police. CWS training event scheduled for 11th October at Fordham Village Hall at 11.30am.

7/09/18 MATTERS ARISING FROM PREVIOUS MINUTES

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

- a) BDC Lease: License being drawn up with the Legal Department to transfer play area to the parish council. BDC still pursuing a final payment owed from the developers which had delayed the transfer of the land to the parish council.
- b) Management agreement: A management agreement had been drawn up between BSMPC and the Sportsground Committee and duly signed by BSMPC Chairman and Vice-Chairman of the Sportsground Committee and countersigned by the Clerk giving the Sportsground Committee full responsibility for the play area.
- c) Open space: Ongoing issues with maintenance of the open space area owing to the delay in the land transfer from developer to BDC. The parish council agreed to meet the costs of a one off grass cut to ease the situation. Clerk to follow up with parish contractor.
- d) Play equipment/S106 contributions: All play equipment installed and added to the asset register and insurance policy for the Sportsground Committee. Cllr Parker to continue to follow up on the release of the S106 contributions from BDC.

- e) Access route and ditch maintenance: The parish contractor had cleared overgrowth and tidied along the footpath and the ditch. Cllr Saer advised that residents of Beaumont Close were keen for the trees along the path to be cut back and were willing to meet any costs. It was agreed that the Tree Warden should be approached for his opinion on this suggestion.

2) Joint Emergency Plan: Ongoing. Mr Underwood kindly offered to work with the Clerk on the plan as there were a number of updates pending.

3) Meeting venue: Owing to a clash of venue dates at the Community Centre it was agreed to continue to meet at the Primary School for the November meeting and hopefully by the New Year issues with sound proofing could be resolved. The Community Centre Management Group advised that it would not want to lose the parish councils regular booking and were urgently attempting to address the issues.

4) Website: The Chairman thanked Mrs Scott for her input in bringing the website to legal compliance. Clerk had taken back management of the website but still happy for Mrs Scott's valued input as and when required.

5) Bures St Mary Speedwatch. Mr Ken Jackson had kindly met with the Suffolk Police Speed Reduction Officer to assess possible sites for a Bures St Mary Team to operate from. The Claypits Avenue junction and at the Primary School were two sites agreed to be put forward for consideration.

6) Babergh Electoral Review Draft Recommendations: Consultation had ended and the Draft Order subject to Parliamentary scrutiny would be implemented at the local elections in 2019. Boundary Wards to be reduced from 43 to 31. Bures St Mary recommended with Nayland and Wissington.

7) War memorial: Minor repairs in hand to be completed prior to the Armistice Centenary.

7) Parish contractor works: Works list circulated to members. Bus shelter cleaned. Sudbury Road litterpicked. 3 waste bins installed at Church Square and Bridge Street.

8) Old style street lamps: Cllr Saer agreed to assist the Clerk in drawing up an inventory of the older style lamps still remaining in the parish with a view to following up on any issues highlighted with SCC.

8/09/18 PLANNING

All applications received and comments made – see attached list.

Application DC/18/03406 No. 13 Nayland Road - no objections raised by the parish council. However the neighbouring property owner had raised concerns regarding the Right of Way to the rear and reduction in light. The Clerk was still waiting on a response from the Planning Officer to these concerns.

Application No. DC/18/00929 and Re-consultation Cuckoo Hill site - this application had been refused by BDC Planning Committee at its meeting of 25th July. Matter now referred to the BDC Legal Department but no action currently being taken by Enforcement Officers as developer has six months to appeal against the decision.

Response to BTMK Solicitors Ltd – a letter received in July from BTMK Solicitors Ltd on behalf of Stemar Group Limited objected to comments made by the parish council to Application No. DC/18/00929 as referred to within the BDC Committee Report recommending refusal. The parish council responded on the grounds that all points raised were fully justified. No further correspondence had been received since. Works had been undertaken along the access path to the site which had not been completed and remained a hazard to pedestrians. The Clerk to follow up matter with adjacent properties to gain further information on the issues.

Enforcement Case 17/00321/COU Knowle House (formerly Chambers Bus Yard) – this case had been ongoing for several months resulting in the conclusion that a material change of use from Sui Generis to Class B1/B2 had occurred and therefore a breach in planning control.

Retrospective planning permission still to be applied for. It was noted that there was only one complaint of noise and pollution being investigated. Cllr Parker continuing to follow up.

Appeal Ref 18/00057/REF Land at Colchester Road, Bures Hamlet – a joint parish council response had been forwarded to the Inspector provisionally agreed at the Joint Planning Committee meeting of 6th September with final draft approval at the BHPC meeting of 17th September. A second application for the site had been submitted to BDC and therefore it was agreed to hold a further Joint Planning Committee meeting on 8th October.

Application No. 18/00649/OUT Former garage site, Colchester Road, Bures Hamlet – this application had been refused by BDC. Still waiting on a revised application. A retail outlet use for the site remained the parish council's preferred option and Clerk establishing with the site owner whether he was actively negotiating options for retail use for the site.

Enforcement Case 18/00260/COU Buck Field House, Arger Fen – an investigation was currently being undertaken regarding a possible change of use for the studio.

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – an investigation was currently being undertaken regarding earthworks and positioning of a mobile home at the location.

At this point the Parish Council advised District Cllr Parker that it currently lacked confidence in the BDC Planning Department and in particular with the Enforcement Team and requested that he convey this to the relevant Officers. This he agreed to do.

Councillor planning training: Clerk following up.

Cllr Lee Parker left the meeting at this point.

9/09/18 DATA PROTECTION

Guidance and information being collated by the Clerk. The Clerk, Chairman and Cllr Waring to work on a protocol for sending and receiving emails as a professional body when communication being made between members, Clerk and other parties.

10/09/18 JOINT ACTION PLAN

Cllr Jackson had displayed a summary of the Action Plan in the Sworders shop front window. Leaflets distributed to all shops and outlets in the village.

The Chairman then put forward the bullet actions of the Plan for members to individually choose points to take forward:

Countryside and Village Appearance - all members to attend training on planning guidance.

Tree planting – Ken Jackson Tree Warden.

Community Spirit and Communication – County Broadband event scheduled for October.

Community Assets and Values: ACV registration being submitted for the Eight Bells PH.

Provision of high quality leisure – ROW leaflet to be progressed. Sportsground Committee applying for grants for new play equipment.

Transport, Traffic Management, Parking – Cllr Aries and Cllr Fairbairn. Speedwatch Team being investigated for Suffolk side of the village.

Doctor's surgery – Cllr McCrory to liaise with Practice as issues arise.

Primary School – Cllr Fairbairn as Chairman of Board of Governors.

Lighting – Cllr Saer. Lighting survey to be undertaken.

Retail facilities – Cllr Jackson to promote.

Cllr Jackson suggested that the parish should be undertaking a survey on traffic movement and HGV issues. Mrs Scott offered to collate this information via the volunteer Speedwatch Team.

Housing Needs Statistics being collated by the Clerk.

11/09/18 FINANCE

Business Access A/C balance: £14,247.88

Community A/C balance: £10,564.36 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 13th September 2018 – circulated, noted and attached.
Corresponding bank statements - circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) 3 quotations for the insurance renewal had been received from Came & Company. It was agreed to accept the quotation from Inspire via AXA. The Clerk would investigate whether Data Breach cover should be included.
- d) A grant of £500 towards the Christmas Lighting Fund had been received from BMF.
- e) A grant application to BMF for costs towards a Bures Walks booklet had been unsuccessful. It was agreed to investigate grant funding via the District and County Councillors.
- f) Cllr Waring agreed to source options and costs of speed indicator signs for consideration at the next parish council meeting.
- g) The parish council noted that the project being organised by an individual on behalf of the village to purchase and install a Tommy figure at the war memorial was very much at an early stage in the process. The parish council had reservations and agreed not to contribute.

12/09/18 AUDIT MATTERS

- a) External Auditors approval of 2017/18 accounting statements received with no matters arising – noted.
- b) Internal Audit Review meeting to be held on 3rd October – Cllr McCrory, Cllr Saer, Clerk and Internal Auditor to attend.
- c) Standing Orders duly amended in line with NALC recent recommendations LO9-18.
- d) Minor Works Preferred Builders compiled list circulated and accepted.

13/09/2018 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations have been circulated and noted:

Government Consultation: Independent review of planning appeal inquiries, call for evidence

EALC Legal Update No. 5 August edition

EALC Legal Update No. 6 edition

14/09/18 CORRESPONDENCE

All the following correspondence has been circulated for information and follow up:

Notification of Designation of Little Cornard NP Area

Gambling Act 2005 Local Policy (2016-2109) Consultation

AONB July and August updates

Cllr McCrory advised that she was following up with Dementia Friendly to hold an event at a Bures Market Saturday morning.

15/09/18 REPORTS

Assets Report: Cllr Fairbairn's report had been circulated. All grit bins needed replenishing before the winter. Unit 33 bollard at Eves Orchard reported as dim and needed attention. Laurels at St Edmunds Lane needed cutting back. Clerk had followed up on all items. BDC had agreed to stock up all grit bins as soon as possible. Cllr Aries had checked the laurels

and agreed that the lamp was still visible at night. The Clerk had reported the faulty lamp bollard Ref. No. WEB039572.

Bures Hamlet PC: Cllr Baker reported: An Appeal had been made following BDC's refusal of an application by Gladman Developments for 98 dwellings. The Appeal to be a Public Inquiry. A revised application pending. Still waiting on a revised application for the garage site. Questions raised regarding the Flood Plain designation for Colchester Road and parish council to request a review by the Environment Agency. Station Adopters Anne and David Taylor to shortly leave the village and new Adopters urgently being sought.

Cemetery: Cllr Aries reported: Hedgehog and bat boxes kindly built by the Scout Troop had been installed at various locations in the cemetery. Old burial books untraceable for several years had been returned to the Clerk. Memorial bench being installed.

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

Sportsground: Cllr Jackson reported: Quotations obtained and grant applications in hand for a new roundabout and play equipment. Play equipment and tennis court posts painted. Quotations being sought to improve the tennis court surfacing and install new lineage to accommodate Pickle Ball courts.

Community Centre: Cllr McCrory reported: Soundproofing still being investigated. Options on a replacement boiler still being investigated and quotations being sought. Letting Secretary retiring in 2019.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. No major issues.

Transport: Station Adopters report circulated.

Tree Warden: Report circulated. Ken Jackson had attended a meeting of the Suffolk Tree Wardens group. He noted that the recent Parish Plan survey had showed high levels of support for tree planting in the village and asked for suitable locations to be put forward.

SALC: No parish council representative appointed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

Primary School: Cllr Fairbairn had circulated his report as Chair of Governors. S106 contributions received from the Pikes Marsh development had been used to equip two classrooms with new tables and chairs. 17 children in Nursery. Reception to Year 6 currently has 193 children on roll with a capacity for 210.

Bures Common: Cllr Jackson reported: The AGM had been held the previous week. Restoration of the barn progressing well. Markets continuing to be extremely well supported.

16/09/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

17/09/18 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 22nd November 2018 – to be held at The Main Hall, Bures Primary School, Nayland Road at 7.30pm.

Future dates booked for 2019: 17th January, 21st March, Joint APM 28th March, AGM 16th May, 18th July, 19th September

The meeting closed at 9.40pm.

Signed:

Chairman

Date