

**Minutes of Bures Hamlet Parish Council Meeting
Monday, 18th September 2023
held at Bures Community Centre at 7.30pm**

Present: Cllrs M Baker, S Keeble-Fox, S Manning, K McAndrew,
M Welch, J Aries (BSMPC)
In the Chair: Cllr M Baker
Also present:: J Wright (Clerk), Cllr P Schwier (ECC)

01/09/23 APOLOGIES FOR ABSENCE

Apologies received from Cllr Shackell (holiday). Apologies accepted by those members present.

02/09/23 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.

03/09/23 MINUTES

Minutes of the Parish Council Meeting of 17th July 2023 (previously circulated) were duly approved and signed as a correct record.

04/09/23 CO-OPTION OF NEW MEMBERS

Clerk had advertised. One vacancy remained with no interests received to date.

05/09/23 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

No members of the public present.

District Councillor: Cllr Holland not in attendance but had forwarded regular updates on key issues. These included National Grid's Bramford to Twinstead project and Ferriers Farm Barns application. Cllr Holland remains committed to improving speed limits along the Middleton to Bures road. A meeting for all parishes along the route to be arranged in due course.

County Councillor: Cllr Schwier presented his report to the meeting. RAAC – no longer any schools in Essex which haven't returned to working. Some public buildings closed. Essex Energy Switch scheme promoted. Secondary school place applications deadline 31st October. Park and Ride new prices from 1st September. ECC has hired extra crews to do quality pothole repairs. Community grants available for capital items – applications via Cllr Schwier. Questions raised – it was noted from the LHP report that no further applications for traffic surveys could be made this financial year. However it had been suggested that a survey is needed as evidence for the Colchester Road traffic calming LHP application. Cllr Schwier recommended the parish council considers paying for a speed survey, £375. True Cam may also be shared with other parishes.

Bures St Mary Parish Council: Cllr Aries reported the following to the meeting:

Next meeting to be held on 28th September. 2 vacancies but one interest received for consideration. Chambers garage site – Condition 43 (Demolition Strategy) – concerns raised by the Heritage Officer about a considerable loss of the historic buildings which contribute to the character of the Conservation Area and recommends that the application requires reassessment. Bridge Street cafe scheduled to open in November. Appletree Mews site remains unfinished and is now referred to Enforcement.

06/09/23 POLICE MATTERS

a) Issues raised with Community Policing Teams: Numerous ASB incidents reported over the summer for both Essex and Suffolk Police attention. Essex police representatives had attended the recent SpeedWatch session at Colchester Road and also the Bures Market.

b) BSM SpeedWatch: Cllr Aries reported that the team remains short of volunteers and it is becoming difficult to manage shifts. Request for volunteers advertised.

07/09/23 HIGHWAY MATTERS

Members to note that all LHP applications to be completed via a new online submission scheme. The following LHP requests for reporting and follow up:

1) Colchester Road: A revised LHP request to be submitted – to include a crossing point, signage, painted box indicating a bus stop, incremental speed indicators, Cllr Welch has supplied photographic evidence in preparation. Refer to Agenda Item 5 – traffic survey - members agreed this should be an Agenda Item for the November meeting.

2) Roundel markings: Chair to submit a LHP request for 30mph roundels along Colchester Road with photographic evidence of need.

3) 30mph extension for Lamarsh Hill: Cllr Schwier confirmed that the LHP request has been passed to the Design Engineers for validation.

4) Traffic calming at Hill Top, Lamarsh Hill: Chair to submit a LHP request for warning signs and slow markings with photographic evidence of need.

5) Middleton Road to Lamarsh Hill: Members remain in support of Cllr Holland's proposals. Meeting to be arranged for all relevant parishes.

b) Colchester Road speed calming: A residents request for 30mph signage to be displayed along Colchester Road lampposts was rejected on the grounds that this would be illegal for the parish council to action. Clerk to investigate the following suggestions for speed calming – 30mph stickers for wheelie bins, invitation to the Essex Chief Superintendent to attend on site or a parish council meeting, revisit improved use of the station carpark with NCP and Rail Partnership, repair of the VAS. Use of Bures Common for parking when Markets and events are taking place was discussed but dismissed on the grounds of safety.

c) Flooding issues: Highways giving out information online advising of landowner's responsibilities to maintain ditches throughout the district. Parish contractor has completed a full weed clearance throughout the parish and will complete a leafall collection later in the autumn.

d) Parking issues: Water Lane – notices have been placed on offending vehicles in an attempt to improve the situation for pedestrians. Normandie Way – members to monitor. Colchester Road – a meeting is to be arranged with North East Essex Partnership as a first step to seek advice for possible measures to mitigate parking issues. Traffic survey costs to be discussed at the November meeting if need is shown following a consultation with residents. Clerk to action.

08/09/23 PLANNING

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

b) Applications requiring consideration at this meeting:

23/02150/TPOCON No. 21 Station Hill – Tree Warden still to visit site.

23/02255/TPOCON The White House – Tree Warden still to visit site.

c) Jubilee Grove:

The Transition Group report for September circulated to all members for update.

1) Gifting of land: James Webber has offered to gift a portion of land to the rear of 10A Cambridge Way adjacent to the railway line to the parish council. This portion would become part of Jubilee Grove. Clerk waiting on confirmation of parish council costs from the solicitor.

2) Transfer: Final documents forwarded to the Clerk for safekeeping following the completion of the transfer of land now known as Jubilee Grove.

3) BDC Open Spaces application: Cllr Aries had submitted an application to the Braintree DC Community Gardens and Open Spaces Fund to purchase and install seating at Jubilee Grove.

d) Sale of land: The Webber family has sold its farmland within Bures Hamlet to Strategic Land Sales who is now auctioning the land in 'Lots'. The parish council has made a request to Braintree DC to action an Article 4 Direction to remove the potential for undesirable consequences of plot land management. The Bures Common Land Trust (BCLT) has submitted an Expression of Interest (E.O.I.) to the UK Government Community Ownership Fund in a bid to purchase the water meadow.

e) Report on other planning matters:

1) Ferriers Farm Barns: Application and Re-consultation 21/01966/FUL still awaiting a decision by BDC. Prior Approval application 23/00834/COUPA – BDC decision – full planning permission is required. These applications to be determined by BDC Planning Committee at a date still to be confirmed.

2) Garage site: Condition 15 - Details of Paviors - has been granted. Two further applications are currently pending consideration in relation to Landscaping and to discharge other pre-commencement conditions.

3) Chambers Bus Depot site: Refer to Agenda Item 5 BSMPC report.

4) Land south of Penlan: No further action by ECC since previous meeting. Tree Warden continuing to monitor the situation regarding the telephone mast upgrade and possible removal of trees.

f) National Grid Bramford to Twinstead: No update on the BSMPC NSIP application to extend footpath links with Workhouse Green. Examination timetable received. This timetable confirms that the Examining Authority intends to issue its First Written Questions on 13th October. Deadline for responses is 31st October.

09/09/23 JOINT PARISH PLAN 2023-24

Cllr Shackell to review the plan before a final draft is presented to both parish councils at the November meeting.

10/09/23 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

a) Shared use of BSM Speed Indicator: Application for the speed indicator to be installed on an existing pole at Colchester Road being progressed with Essex Highways. If the pole is unsuitable then a further application will be required for a new pole with costs met by the parish council. BSMPC considering hiring Sudbury Town Council once again to rotate the SID.

b) Station Hill garden: A further grant received from BDC. Volunteers maintaining the garden. A water butt and guttering to be installed. 3 more wooden planters purchased. Winter bedding to be planted. Clerk progressing the project.

c) Essex Knowle: Real Thai Food now trading on a Saturday evening monthly from 5 – 8.30pm. Clerk in receipt of licences, insurance and menus. Fruit and vegetable trader applying for a licence to Braintree DC.

d) Bridge Street shelter: The Clerk has applied to ECC for a Microgrant of £1,000 towards the upgrade of the bus shelter.

11/09/23 AUDIT MATTERS

- a) External Auditors report for 2022/23 Accounting Statement received with no matters arising.
- b) It was agreed to accept the price offered by BB Associates to complete an internal audit for financial year ending 2023/24 - £200
- c) Internal Audit Review – meeting to be arranged via Zoom. Clerk to action.
- d) The following policies were duly updated and adopted: Training, Donation and Grants, Environment, Equality and Diversity, Privacy Notice.

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

12/09/23 FINANCE MATTERS

Business Access A/C balance: £12,248.07 Community Account balance: £3,720.86

- a) Finance and Budget monitoring report - noted, circulated and attached.
- b) Bank reconciliation and verifying bank statements dated 10th September 2023 noted, circulated and duly signed by the Chairman and non-signatory member.
- c) The transfer of accounts to Lloyds from Barclays completed with signatories updated. Waiting on final closure of Barclays accounts. Bankers Automated Clearing System (BACS) working well. HMRC payroll and payment of Clerk's tax now outsourced. Working satisfactorily however one penalty notice appealed successfully. Mid year VAT claim submitted to HMRC.
- d) The Transition Group offered to gift its brushcutter to the parish council. Duly accepted and Asset Register to be updated when gifting complete.

13/09/23 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

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

Matters for noting and action as required:

Winter grit has been delivered and contractor will check all grit bins before the winter.

Eastlight Community Housing currently have a tender out to award its new Grounds Maintenance tender commencing 1st January 2024.

14/09/23 REPORTS - All reports had been circulated prior to the meeting. Councillors acknowledged receipt and were able to present questions by exception.

Asset Report: Cllr Keeble-Fox had circulated her report prior to the meeting. All assets in a very satisfactory condition. Both bus shelters were swept and cleared of debris. Essex Knowle seat needed a coat of oil. Bench at Colchester Road needed bolts tightening. Village sign and lamppost in need of attention. Branch to be removed from Jubilee sign on the Essex Knowle. Wooden tether on landing stage broken. Clerk to follow up.

Cemetery Authority: Minutes of the Cemetery Authority meeting of 19th June circulated and published on the parish council website and available to view online. Draft minutes of the 11th September meeting still to be published.

Sportsground Committee: The draft minutes of 14th September have been circulated, published on the parish council website and available to view online.

Community Centre: The minutes of the Community Centre Management Committee meeting held on 25th September not yet available for comment.

Rights of Way: Cllr Keeble-Fox had circulated her report and this has been published on the parish council website and available to view online. She expressed a huge thank you to Cllr Aries for the thorough handover enabling her to take on the role without too many concerns

Joint Neighbourhood Plan: The minutes of the Bures Neighbourhood Plan Group meetings held on 2nd August, 5th September and 12th September were circulated and accepted by the members. A consultant has been appointed to review the draft plan prior to public consultation. A 3rd grant to a maximum of £10,000 received from the Neighbourhood Planning Programme and accepted.

Transport: Cllr Welch had circulated his report. Points for noting – Bus Network Consultation 2023 to review the viability of bus services throughout the County. DaRT 3 is shown as a low user and is under proposal to withdraw. Consultation has ended for the proposed closure of ticket offices. Outcome awaited.

Station Adopters: Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website.

Tree Warden: Nothing to report to the meeting. Cllr Baker following up on the current tree applications and will make her report back to the Clerk in due course.

Primary School: Cllr Fairbairn, Chair of School Governors had circulated his report. This has been published on the parish council website for reference. Cllr Fairbairn welcomed the new Headteacher, Mrs Harris, and all new members of staff to the team this term.

15/09/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

The boundary hedge at the Normandie Way playarea is due its autumn cut. It was suggested that in future volunteers could maintain the hedge – next agenda item.

16/09/23 DATES FOR REPRESENTATIVES AT BSMPC MEETINGS

2023: 23rd November – Cllr Keeble-Fox

2024: 25th January – Cllr Manning, 24th March – Cllr McAndrew, APM 25th March – All
AGM 23rd May – Cllr Shackell, 25th July – Cllr Welch, 26th September – Cllr Baker

17/09/23 DATE OF NEXT MEETING

Monday 20th November 2023 to be held at Bures Community Centre at 7.30pm.

Future dates booked for 2024: 15th January, 18th March, APM 25th March, AGM 20th May,
15th July, 16th September

The meeting closed at 10.00pm

Signed:

Chairman

Date

