

**Minutes of Bures Hamlet Parish Council Meeting
Monday 21st November 2016 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, C Barnham, B Wilson, M Welch, A Crowe, D Kennett
Cllr Wendy Scattergood (BDC)
In the Chair: Cllr David Lee
Clerk: Mrs Jenny Wright
Also Present: 5 members of the public

1/11/16 APOLOGIES FOR ABSENCE

Apologies received from Cllr Matthews (unwell). This was duly accepted.
Apologies also received from County Cllr David Finch.

2/11/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests –
Cllr Crowe declared an interest in Agenda Item 7 (5).

3/11/16 MINUTES

The minutes of the previous Parish Council Meeting of 19th September 2016 were approved and signed as a correct record (previously circulated).

4/11/16 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were 5 members of the public present.

Concerns were raised regarding the reduction in the green waste collection service over the winter months. Residents who paid for an extra green waste bin were also disappointed that they were not receiving the full benefit of its use. Clerk to write to BDC with these concerns.

Dale Rout noted to those present that he had assisted a group of residents to put forward their responses to the Braintree Local Plan Consultation. He gave details on 'Garden Towns'. Cllr Scattergood confirmed that all comments received in the consultation would be considered before any report was put forward.

5/11/16 POLICE

No police representative in attendance as per current force directive. Weekly police reports circulated. Some petty thefts reported in Bures St Mary.

The Police and Crime Plan for Essex 2016 to 2020 – circulated and noted.

6/11/16 COUNTY/DISTRICT COUNCILLOR REPORTS

County Cllr David Finch had circulated his November Parish Update prior to the meeting. Points noted – Social Care funding priority, Public Wi-fi service for community buildings or 'hubs', Stay Well This Winter campaign, Streetlights to remain on during the early hours of 25th December and 1st January, 10 year plan 'Meeting the demand for school places in Essex 2016 – 2025.

District Cllr Wendy Scattergood noted the concerns raised by the members of the public present regarding the reduction in the green waste collection service and advised the Clerk to put those concerns to Cllr Schmitt. She reported on the Councillors Community Grant Scheme and suggested that Community Groups from the village should apply for a contribution from the £1,500 available. Clerk to advertise. Cllr Scattergood then gave an update on the BDC Local Plan Consultation. The proposed sites for Bures Hamlet to be discussed at the Local Plan Sub Committee meeting on the 15th December. She had requested a full ecological study of any effect the proposals may have on the proposed extension to the AONB. She would request a deferment of any decision made on the 15th December if this had not been received. The meeting was open to all members of the public. Chairman to attend and would forward further representations on behalf of the parish council prior to the meeting.

7/11/16 HIGHWAYS

1) Local Highways Panel requests:

- a) Central refuge at Colchester Road/Bridge Street – the works had been scheduled for the 1st December but owing to the Street Fair it had been agreed to delay until the 9th January. Temporary bus stops to be set in place further along from the site and a scheduled time slot of 2 weeks for completion of all works. Further grants were available from Passenger Transport for bus shelters and it was agreed to put forward a request for 2 sites to be investigated, the Essex Knoll and at the Mount Bures turning.
 - b) Removal of dropped kerb at Bridge Street – scheme currently being validated.
 - c) Bollards at Bridge Street - this request had been refused owing to the narrowness of the suggested location.
- 2) Anglia Level Crossing Reduction Strategy:** Objections to the proposed closure of E54 The Paddocks had been submitted both under Phase 1 and Phase 2 of the Public Consultations. Still waiting on final report.
- 3) ECC Winter Saltbag Scheme:** 1 tonne of 25kg bagged palletted salt received and stored for parish use. All grit bins had been filled and Clerk to liaise with Gary Vaughan as and when gritting of footpaths necessary.
- 4) Footpath at No. 4 Lamarsh Hill:** The matter now being assessed by ECC Legal Services. The Clerk had confirmed the boundaries and the parish council's view of an unauthorised breaking up of the tarmac footway.
- 5) Colchester Road/Water Lane flooding issues:** 50 sandbags had been purchased and stored for parish use as and when necessary. The gullies at Colchester Road and Station Hill had been cleared of debris with no flooding at the junction reported since. The Clerk had obtained a quotation of £400 to cut back undergrowth and to remove debris from the bed of the Water Lane ditch. Information gained from the Environment Agency recommended that it was prudent for the parish council not to pursue the matter but to continue to work with ECC Highways for all gullies to be cleared of debris. Clerk to report gullies at Parsonage Hill and to liaise with all Water Lane residents on the responsibilities of being a Riparian Landowner.
- 6) Parking issues at Bridge Street:** The Clerk had visited the local shopkeepers in Bridge Street to highlight the parking issues being raised by parishioners. All agreed that illegal parking could not be supported but stressed that passing trade was needed for their businesses to survive. It was agreed that customers would be asked to move their vehicles if parked inconsiderately.
- 7) Damaged sign at Mount Bures junction:** Sign reported to ECC again under Reference 2484516 but no anticipated date given for its repair. Clerk to pursue.
- 8) Colne Road badger bank:** Reported to BDC and road cleared of debris.

8/11/16 PLANNING

BDC Review of its Scheme of Delegation and Conduct of Business at Planning Committee meetings – circulated and noted.

All applications received and comments made – see attached list.

BDC Local Plan: Update on the BDC Local Plan had been reported at Agenda Item 6 District Councillor's Report.

Starter Home scheme at Mount Bures: Following the MBPC Extraordinary Meeting and the views of MBPC expressed at that meeting, BHPC had agreed not to support the inclusion of the scheme in the BDC Draft Local Plan. A Freedom of Information request to the Clerk had been received asking for a list of all those residents of MB and BH who had written in favour of the scheme. Following lengthy correspondence the request had been withdrawn.

Use of workshop site at Cuckoo Hill: Geoff Davies owner of the site had informed the Clerk that he was still in negotiations with Suffolk County Council Highways regarding access. Nothing further to report to date.

9/11/16 ITEMS FOR UPDATE AND FOLLOW UP

- a) Vacant garage site – Planning Enforcement Officer had completed a site visit and expressed his concerns to the owner over the deteriorating condition of the site along with a request for it to be used for something purposeful in the future.
- b) Assets of Community Value – the Chairman had attended a Parish Council Seminar and reported it was recommended to involve the landowner prior to listing an ACV. Pending Parliamentary reforms to procedures may include allowing more time to arrange for community funding when looking to purchase an ACV. It was agreed not to progress any further ACV nominations for BH.
- c) Joint Emergency Plan – Tim Underwood still progressing the plan forward with the Clerk's assistance. A meeting with Emergency Planning Officers from both District Councils being arranged. The Clerk and Chairman both registered as Environment Agency Flood Contacts.
- d) Joint Community Plan – a group meeting had been arranged for Monday 28th November to progress the initiative forward.
- e) Website – the Clerk had signed up with Community Action Suffolk onesuffolk website hosting service for 1 year at a cost of £25. This was a joint website with BSMPC.
- f) Gateway entrance signs - £2,000 had been earmarked and the Clerk would investigate whether there was enough highway verge space for the signs to be installed.
- g) Lighting at Lamarsh Hill bungalows – the Clerk had arranged with the Greenfields Housing Neighbourhood Manager for sensor lights to be installed at No. 15 and No. 21 Lamarsh Hill. To replace the column light had been unfeasible but it would be disconnected in due course.
- h) Electricity cable undergrounding at Station Hill – the Clerk had met on site with Dan Dobson of UK Power. Various options were considered but signed wayleave consents still required for the scheme to proceed. Still ongoing.
- i) Dog fouling signage – the damaged sign at Colchester Road had been repaired and new signs erected.
- j) Private sales of vehicles on the highway – the Clerk had obtained Trading Standards information on selling private vehicles from a highway following a complaint. It was agreed to review the current policy of putting polite warning notices on offending vehicles. Councillors agreed not to continue with this but to report any vehicles considered in breach of restrictions to the Trading Standards.
- k) Terms of Great Ropers Charity – the Church Wardens and Trustees of the Charity had circulated updated revised aims and asked the parish council for its approval of the new wording. No objections to the wording in principle.

10/11/16 BUDGET

The Clerk presented the draft budget. The figures had been based on the previous year's decision to increase the parish precept by the reduction on the Localism Fund allocation. It was agreed to accept the budget reflecting this.

11/11/16 FINANCE

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

Bank reconciliation dated 7th November 2016 – circulated, noted and attached.

Verifying bank statements – circulated, noted and attached.

Asset Register and insurance details duly updated to reflect the additional 2 bus shelters.

Confirmation of Aon Insurance cover regarding Team Tree Xmas Lights – circulated.

12/11/16 AUDIT MATTERS

Internal Audit Review Checklist meeting was held on 11th October 2016 – Cllr Crowe, the Clerk and Internal Auditor in attendance. On the recommendation of the Internal Auditor Carolyn Holbrook, the Review was completed and duly signed by Cllr Crowe and subsequently by Cllr Wilson.

13/11/16 CLERK'S REPORT PLUS ANY ITEMS FOR ACTION

Circulated and attached.

The Chairman thanked the Clerk for putting his name forward for the Buckingham Palace Garden Party Award. The nomination had been successful and he was honoured to be able to represent Essex Councils in 2017.

The Clerk had obtained information for members to consider the need for a second defibrillator in the village but it was noted that the football club was currently investigating this and therefore it was agreed not to follow up.

14/11/16 PHYSICAL RISK ASSESSMENT

Cllr Mike Welch reported the following: Bus shelters in excellent condition and new timetables now in place. All assets in good condition. A 'Do not use' tape attached to the Normandie Way dog waste bin. Warning sign on Bakers Hall dog waste bin needed cleaning. Clerk to follow up on all items raised.

15/11/16 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

Local Government Finance Settlement Technical Consultation – Parish Councils had been urged to respond online – objection to Government proposals made – details circulated.

LTN 14E Byelaws

LTN 59 Rights of Local Councils to be notified of planning applications & decisions

L02-16 Legal Briefing – Specialist planning law advice and representation

Legal Update No. 8 October 2016

16/11/16 REPORTS

Bures St Mary PC: Cllr Ben Wilson agreed to attend the next meeting. The Croft resurfacing completed. New traffic regulations being implemented on the B1508 in January.

Cemetery: No meeting.

Sportsground: Cllr Welch reported: Owing to the prolonged delay of the Morphus X project the Committee had suggested it should be installed in the spring. £500 grant received from the Bures Music Festival towards the project. The BSE Community Payback Team to paint the Coronation Shelter and the Teen Shelter. The cricket outfield had been levelled and seeded. Annual play equipment inspection completed with all items being considered low risk or very low risk.

Community Centre: Cllr Crowe reported: Management Committee investigating the need to include a deposit retainer when hiring out the hall to cover any damage costs. A Finance Policy being drawn up. A licence was now required for the Cinema events and therefore ticket price to be increased from £4 to £5 to cover this cost. Soundproofing the dividing doors to the main hall being investigated.

Rights of Way: Damaged stile at Master Farm reported. Dedication of Brook House Lane footpath still being followed up by ECC. The Clerk had forwarded relevant correspondence to the Land Agent referring to the creation/extinguishment of the footpaths across Ferrier's Lane quarry as the parish council was keen for this to be progressed.

Station Adopters: Some vandalism reported again. Winter planting completed. Current old diesel trains scheduled to be replaced by newer trains both diesel and electric in 2019. All stations to have ticket machines installed. Bures Station awarded runner up for best small station in the recent Greater Anglia adopter awards.

Transport: Cllr Welch attended the Transport meeting at Colchester. Several issues raised concerning the new Essex Dial and Ride Transport (DaRT) scheme. Details of the scheme advertised in the parish magazine.

Tree Warden: Nothing to report. Clerk to liaise with Mr Evans to enquire if he is still happy to remain as the Parish Tree Warden for 2017.

Bures Primary School: Nothing to report.

NHW: Newsletters circulated regularly.

Community Agent: Jayne Laken attended the Wednesday coffee mornings at St Mary's Church once a month. Cllr Barnham advised that she maintained regular contact with Jayne on behalf of parishioners.

Bures Common: Annual Public Meeting to be held on 3rd November. BSMPC to appoint a new representative. Some vandalism to the barn. Stallholders at the monthly markets being asked to give a small donation from their takings. The barn will be required to be uplifted owing to flooding issues when the restoration commences. Trustees agreed to use volunteer labour to repair and make safe the barn.

17/11/16 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

The Chairman circulated his notes from the Parish Council Seminar run by Holmes & Hills Solicitors at the Mill Hotel, Sudbury along with 'How to make an effective response to planning applications' Guide.

Cllr Welch reported on the bid from local residents to purchase the Lamarsh Lion PH as a Community Asset.

The Chairman reported on a local cat being caught in an illegal trap.

18/11/16 DATE OF NEXT MEETING

Monday 16th January 2017 - to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked: 2017: 20th March, 30th March (Joint APM), 15th May (AGM).

The meeting closed at 9.45pm.

