

**Minutes of Bures Hamlet Parish Council Meeting
Monday 19th November 2018 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs D Lee, M Welch, M Randall, R. Butler, A Crowe, M Baker, C Ellis,
Cllr A Waring (Bures St Mary PC), Mrs J Aries (Parish ROW)

In the Chair: Cllr David Lee

Also Present: Mrs J Wright (Clerk)

1/11/18 APOLOGIES FOR ABSENCE

Apologies received from Cllr W Scattergood (BDC) and Cllr D Finch (ECC).

2/11/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non Pecuniary' interests and dispensation requests.

No Dispensation requests put forward. Cllr Crowe declared an interest in Item 11d as Treasurer for the Transition Group.

3/11/18 MINUTES

Cllr Butler asked for the following amendment to be made to the previous parish council minutes: Planning Minute reference 18 (d) – 'will be a material consideration' to read 'may be a material consideration'. This was agreed.

Minutes of the Parish Council Meeting of 17th September 2018 and the Joint Planning Committee Meeting of 8th October 2018 (both previously circulated) were then approved and duly signed as correct records.

4/11/18 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required

There were no members of the public present.

5/11/18 POLICE

No police representative in attendance as per current force directive. Police information circulated as and when received. Message from PCCC 'Paying for Policing – Your Opinion Needed' – circulated.

Speed Watch: Cllr Aries reported to members that a Team of 5 volunteers was now operating at the Colchester Road site. A dictaphone, 2 body cams and tripods had been supplied by BHPC for use by the Team. One extreme anti-social driver behaviour incident had occurred and Cllr Aries expressed her appreciation to the members for the purchase of the body cams for use on such occasions. A vehicle count had been recorded by volunteers and Cllr Aries suggested further traffic calming measures along Colchester Road are needed.

Inconsiderate parking in Station Hill had continued to be reported to the Essex Police Liaison Officer who had assessed each report and had sent appropriate letters to the vehicle owners as necessary. Members agreed that traffic calming should be followed up jointly with BSMPC under the Joint Parish Action Plan (BPAP 6).

6/11/18 COUNTY/DISTRICT COUNCILLOR REPORTS

Both Cllr Finch and Cllr Scattergood had given their apologies for the meeting with no reports submitted.

However Cllr Scattergood had advised that the pending Gladman Developments Ltd appeal inquiry had been set for 10.00am on 12th February 2019 with venue still to be agreed.

7/11/18 HIGHWAYS

- a) **Flooding issues:** Highways had thoroughly investigated the flooding issues at the junction of Colchester Road/Station Hill and along Bridge Street. A scheme had been submitted to ECC Surface Water Assessment Schemes (SWAS) for a feasibility study to be undertaken in 2019/20. Flooding at Colne Road continued to be monitored by ECC but not considered a high priority. Clerk requested members to continue to report flooding issues to her for follow up with ECC.
- b) **30mph roundels at Colchester Road:** LHP application to be submitted under the Joint Parish Action Plan (BPAP 6).
- c) **Mount Bures junction:** A meeting still to be arranged with relevant authorities to consider all options to reduce speeding traffic and improve the safety of pedestrians along Colchester Road from the junction. Clerk to follow up. The overhanging conifer trees had been cut back by the parish contractor.
- d) **Bollard at Millennium gateway:** LHP application to be submitted.
- e) **Anglia Level Crossing Reduction Strategy:** The adjourned Public Inquiry resumed on 25th September 2018 with pedestrian level crossing E54 re-scheduled on the agenda for 8th November. Cllr Lee, Cllr Welch and Jan Aries as Parish ROW Officer had attended. Cllr Lee's Statement for the Inquiry attached. In summary BHPC considered the alternative route put forward by Network Rail to be of greater danger to pedestrians and asked for the status-quo to be maintained. The Clerk was currently attempting to establish ownership of the grass area at the junction of Water Lane as this was considered part of the re-routing proposals by Network Rail. Cllr Butler considered that any new pavement offered within Network Rail's proposals should be considered of benefit to the parish. However the Chairman advised that the parish council had always maintained its support to preserving the parish ROW.
- f) **Highways Devolution Pilot:** Cllr Welch had attended a meeting held by ECC at County Hall, Chelmsford to introduce the Devolution Pilot Rollout scheduled to commence 1st January 2019 for those interested parishes. ECC provisionally offering a sum of £510.16 to the parish for taking on works as indicated in the pilot. However this figure was negotiable. All members agreed to offer its commitment to join the initial pilot scheme and the Clerk agreed to follow up with ECC.
- g) **Footpath at 4 Lamarsh Hill:** Still with ECC legal team. Clerk to refer to Cllr Finch.
- h) **ECC Winter Salt Bag Scheme:** The free one tonne of grit had been received and stored. All previous years grit to be assessed and disposed of as necessary. Current grit bins to be replenished and members agreed not to purchase additional bins this winter. Both parish contractors aware of process for when gritting in the village needed to be actioned.
- i) **Colchester Road pavement:** The damage by Highway contractors had been swiftly rectified. The manhole cover at the entrance to Hamlet Court also repaired. Cllr Baker asked the Clerk to arrange for the pavements along by River House, Colchester Road to be swept. Cllr Baker also reported that she had toured the parish to check for pot holes but she was pleased to report that the local roads were currently in good condition.

8/11/18 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting:
 - Application No. 18/00317/TPOCON** – The White House, Station Hill CO8 5DD – notice of intent to carry out works to trees in a Conservation Area – this application was currently with the Parish Tree Warden for consideration. Members agreed to accept his recommendations following a site visit and the Clerk to submit accordingly.
 - Application No. 18/01899/FUL** – No. 32 Colchester Road CO8 5AE – proposed rear single storey extension and alterations. No objections. Unanimously agreed.
- c) **Appeal APP/Z1510/W/3207509** Land at Colchester Road: An Appeal by Gladman Developers Ltd had been made to the Secretary of State following BDC's refusal of Application No. 17/02291/OUT. The Appeal to be determined by a Public Inquiry. A Joint Parish Council response had been forwarded to the Inspector as previously agreed. Timetable received and Inquiry set for 10.00am on 12th February 2019 with venue still to be agreed.
- d) **Revised Application No. 18/01640/OUT** Land at Colchester Road: The parish council had considered this application (see minutes of Joint Planning Committee Meeting 8th October) and submitted a similar response to BDC as per the first application No. 17/02291/OUT currently under an Appeal Inquiry.
- e) **Revised application for vacant garage site:** Still waiting on a revised application to be submitted by the developer. A retail outlet use for the site remained the parish council's preferred option and this was still being followed up. The Clerk had attempted unsuccessfully to establish a joint parish council meeting with the developer to discuss the preferred options.
- f) **Applications for 5 Lawful Development Certificates DC/18/04204/5/6/8/04231:** Legal advice had been obtained from Holmes and Hills Solicitors and a Joint Parish Council response had been duly submitted to Babergh District Council as previously agreed. Parish councils still awaiting a decision on the applications.
- g) **S106 contributions 15/01471/LBC:** The Clerk had received confirmation that S106 contributions of £2,807.98 had been secured from the development of the former Swan Public House site. Use of the contributions to be restricted to allocations via the BDC Open Spaces Action Plan for the parish. Clerk currently liaising with Bures Common Trust as the barn project was listed as an allocation option.

It was agreed to discuss Agenda Item 9g at this point: The parish council had been invited to update the BDC Open Spaces Action Plan for 2019. Improvements suggested for inclusion were: a) Replacement seat with canopy for a bus waiting area at the Essex Knowle. b) Low level lamp along the Millennium footbridge path c) Metal noticeboard to advertise a Parish Map. Clerk to follow up.
- h) **Land to rear of Parsonage Grove:** Still waiting on reserved matters application for the 9 dwellings previously agreed under outline approval. Clerk to check whether any S106 contributions have been allocated.
- i) **Councillor planning training session:** Date provisionally set for 10th December.

9/11/18 ITEMS FOR REPORT AND FOLLOW UP AS REQUIRED

- a) **Joint Parish Action Plan:** Established priorities listed within the parish council agenda with some actions being progressed jointly with BSMPC.
- b) **Joint Emergency Plan:** Ongoing with the Clerk and BDC. It was noted that BDC has its own Emergency Plan which is circulated to all parishes annually.
- c) **Bures Christmas Lights Scheme:** Letters had been circulated to all residents to inform them of the dates when the Team would be installing the lights during November. Extra lights had been purchased with risk assessments and pat testing in hand.

All members expressed their appreciation to the Team for continuing with the scheme for a further year.

- d) Data Protection:** Ongoing with Clerk liaising with both Chairs for a joint approach to the regulations.
- e) Assets of Community Value:** Application to register the Eight Bells PH being progressed.
- f) Station Adopters:** A farewell celebration for Anne and David Taylor had been held and various gifts presented on behalf of the parish council and its members and Clerk. Members of the Bures Transition Group were continuing to maintain the station area. It was agreed that the cutting of the grassed area should be maintained within the Parish Contractor agreement. Several volunteers had agreed to monitor the station area and inform the Clerk of any issues for forwarding to Greater Anglia.
- g) Open Spaces Action Plan:** Discussed at Agenda Item 8 (g).
- h) Grant application for Walks Leaflet:** Clerk following up via Cllr Scattergood's Ward Community Grants.
- i) ECC Local Services Fund:** Clerk to follow up with Jan Aries regarding a grant application towards the costs of laying boardwalk at FP5.
- j) Housing statistics:** The Clerk had obtained current housing applicant numbers on both Braintree and Babergh waiting lists for the local area – circulated to all members.

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

10/11/18 DRAFT BUDGET

The Clerk presented the 3 year draft budget for 2019 – 2021. The figures had been based on the previous year's decision to increase the parish precept by the reduction of £925 on the Localism Fund allocation. It was agreed to accept the budget reflecting this plus an additional £1,000 to allow any shortfall on income and expenditure to be covered. Precept request to BDC to be increased to £28,817.00 for financial year end 2019/20.

11/11/18 FINANCE

Business Access A/C balance: £15,628.45

Community A/C balance: £5,121.08 (when all cheques paid)

- a) Finance & Budget Monitoring Report** – circulated, noted and attached.
- b) Bank reconciliation report** dated 7th November 2018 – circulated, noted and attached. Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) It was agreed to proceed with the upgrade of the parish lamp at Woolpit Downs** at a provisional cost of £450 for a new LED sensor lamp. Clerk to follow up.
- d) It was agreed to make a donation of £50 towards bedding plants at the station.**
- e) It was agreed for the Clerk to proceed with the project of marking FP33 with a memorial in memory of Pauline Phillips, Founder and Chairman of Mount Bures Footpath Society.** The Society had offered a sum of £50 towards the project costs.
- f) Barclays Bank request for account information** had been actioned and forwarded to the Bank Mandate Team.
- g) It was agreed for the Clerk to be added as a Bank Signatory to enable easier communication between Barclay Bank staff and Mandate Team.**
- h) It was noted that the Parish Tree Warden and the Parish ROW Officer were both covered under the parish council's insurance whilst carrying out volunteer duties on behalf of the parish council.**

12/11/18 AUDIT MATTERS

Internal Audit Review meeting held on 3rd October – Cllr Randall, Cllr Crowe, Clerk and Internal Auditor in attendance. All satisfactory and Checklist duly signed.

13/11/18 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations had been circulated and noted:

NALC – LTN 8 Elections – Cllr Ellis and the Clerk to attend an Elections training event at Great Dunmow. It was noted that Braintree District was to be included in a pilot scheme for Voter ID to be used at the May 2019 elections.

EALC Legal Update Issue No. 7 October

Public Sector Bodies (Websites and Mobile Applications Accessibility Regulations 2018

14/11/18 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated. Additional items raised:

- a) Contractor to flail Colchester Road hedge.
- b) Slides from the Essex Highways Briefing circulated to all members.
- c) Information received regarding a project to place yellow fish on drains around the parish to highlight the issues of pouring pollutants down into the drains. This had been circulated but members agreed not to follow up.
- d) BDC and ECC Composting initiative offered residents the opportunity to claim a free compost bin in return for attending a 2-3 hour training session. The parish council had informed BDC that it would be interested in joining in with this initiative.
- e) Bures residents had joined together to mark the occasion of World War 1 Centenary with a full week of ceremony, remembrance, and events. The parish council expressed a sincere thankyou to all the many volunteers who had contributed to the programme of events.

15/11/18 PHYSICAL RISK ASSESSMENT

Cllr Ellis presented her report to the meeting. All assets in satisfactory order. Only one item raised for follow up: The new bus timetables in the Colchester Road shelters had been displayed incorrectly. Clerk to report to ECC Transport.

16/11/18 REPORTS

Bures St Mary PC: Cllr Waring noted that the next meeting was to be held on Thursday 22nd November at the Primary School main hall. Cllr Welch to attend as representative for BHPC. Traffic calming and parking issues were a high priority for the parish council.

Suitable locations for a Speed Watch Team to operate from currently being investigated.

Cemetery: Next meeting to be held early January. Therefore no further report to date.

Sportsground: Cllr Welch reported: Continuing issues with owners allowing their dogs to run freely off lead across the sports and play area. A request to reverse the entry and exit points of the carpark had been investigated but not proceeded. Environment Agency looking into the future long term management of the landing stage. Annual play inspection completed with only very low risk or low risk points raised.

Community Centre: Next meeting to be held on Wednesday 21st November.

Rights of Way: Cllr Aries had circulated her report. FP5 – some works undertaken with the access marginally improved. Damaged fingerpost at FBWY15 repaired. Cllr Aries also circulated a report on the Network Rail Public Inquiry for the E54 Crossing which she had attended. Report to be held on file.

Transport: Cllr Welch noted he had no matters for report.

Tree Warden: No report.

Bures Primary School: A report had been circulated from the Chair of Governors. New planters had been bought with support from the Horticultural Society and the Bures Transition Group. The School was currently working with a new Literacy programme, Success for All.

NHW: Clerk regularly circulating details of local crime. NHW newsletters had been previously circulated. Several thefts of batteries locally reported to police.

Bures Common: Restoration of the barn nearing completion. Markets continuing to be extremely successful.

18/09/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None put forward.

19/09/18 DATE OF NEXT MEETING

Parish Council Meeting – Monday 14th January 2019 to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2019: 11th March (revised date), Joint APM 18th March (revised date),
AGM 13th May, 15th July, 16th September

The meeting closed at 10.30pm

Signed:

Chairman

Date: