

Minutes of Bures St Mary Parish Council Meeting Thursday 18th November 2021 at Bures Primary School at 7.30pm

Present: Cllrs L Alston, J Aries, T Fairbairn, G Jackson, J McCrory, L Norton, S Pentney, T Saer, S Sills, D Monk (BHPC)
In the Chair: Cllr G Jackson
Also Present: Mrs J Wright (Clerk) and one member of the public

01/01/22 APOLOGIES FOR ABSENCE

Apologies received from Cllr James Finch (SCC), Cllr M Barrett (BDC), C Holbrook (Internal Auditor).

Cllr Fairbairn asked to leave the meeting at 8.45pm. Noted and accepted.

02/01/22 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests. No Register of Interests declared or Dispensation requests put forward.

03/01/22 MINUTES

Minutes of the Parish Council Meeting of 16th September 2021 (previously circulated) were duly approved and signed as a correct record.

04/01/22 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

- a) One member of the public present, Gareth Hood. The Chairman introduced him to the members as the recently appointed Clerk to Bures Joint Sportsground Committee taking over the role from the outgoing Clerk, Jenny Wright from 1st January 2022.
- b) County Cllr James Finch not in attendance to give a report.
- c) District Cllr Melanie Barrett not in attendance. Cllr Jackson read out a report to members on behalf of Cllr Barrett. Items for note: The planned reduction of free parking in Babergh car parks has been postponed until at least 2023. A street cleansing work plan is in progress with the new Cabinet portfolio holder looking at priority areas in the district now that this work has come in house. Local items to note: Tawneys Ride garages – a full review of Babergh owned garages is taking place. Pikes Marsh – transfer of land approved by Cabinet. Off-road parking solutions – as a review of the districts parking needs is underway it is not possible to give answers on an individual site until complete. CIL has been paid to BDC on Plots 1 – 4 Cuckoo Hill development, the paperwork has not been finalised on Plots 5 – 6 yet. Cllr Barrett is planning to allocate her Councillor Locality Award budget of £2k to Nayland Village Hall roof repairs and planters in Bures (subject to approval).

05/11/21 POLICE

- a) **PCC Fund:** Application submitted to the Suffolk Police Crime Commissioner Fund to support the costs of a part-time youth worker. The Chair is also liaising with Number 72 Family and Community Support for a part-time youth worker to cover Bures over the summer periods.
- b) **BSM Speed Watch:** Cllr Aries gave no further update on the team's work. More volunteers welcomed although the current team is able to work in pairs. Cllr Aries to study the Speedwatch data to see if it shows a pattern of speeding vehicles.

06/11/21 HIGHWAY MATTERS

- a) B1508 drainage/pothole issues:** Highway works have taken place along the B1508 near Great and Little Bevills in an attempt to rectify the drainage defects. However the flooding issues still remain. Further works in hand.
- b) SID traffic calming:** SID traffic calming captured data circulated to members. This data will allow Suffolk Police to monitor and apprehend regular speeding offenders onsite.
- c) St Edmunds Lane:** The water seepage remains an issue at the bottom of the lane. The area is prone to local springs which could be causing the problem. Some patch repair done to attempt to rectify. Several pot holes marked for repair.
- d) Suffolk Lorry Route Map review:** The Chair and Vice-chair liaised with Cllr Finch and subsequently submitted the lorry route survey on behalf of the parish council. 3 locations identified having issues with HGVs – Bridge Street/High Street corner, Nayland Road corner and the High Street.
- e) Hollow Lane:** Debris cleared along the lane. Several potholes repairs completed.
- f) Review of parish footpath cutting schedule for 2022:** The Access Team will undertake one cut per year of two short strips of PRoWs in the parish but will not undertake any additional routes. It is not known how this minimal allocation was agreed. Cllr Finch following up with Officers.
- g) Quiet Lanes Suffolk:** SCC Wave 3 Quiet Lanes progressing. Cllr Aries noted that this will be a long process. SCC Traffic survey currently being carried out on the first section of the Arger Road from Nayland Road to Dead Lane to establish if this section is considered suitable for including in the QLS Wave 4 process. A local public consultation to be undertaken to establish if Smallbridge Entry should be included in Wave 4. Parish Council to consider responses at the January meeting.
- h) Drainage & potholes for reporting:** Blocked drain at Cuckoo Hill, potholes at Smallbridge Entry and pothole at Bridge Street.

07/11/21 NATIONAL GRID BRAMFORD TO TWINSTEAD

National Grid maintaining regular consultation with the parish council. Archaeological and engineering surveys taking place in the local area. A further round of public consultation planned for early 2022.

08/11/21 MATTERS ARISING FROM PREVIOUS MINUTES

- a) Tawneys Ride garages:** A full review of Babergh owned garages is currently taking place.
- b) Pikes Marsh:** Babergh Cabinet approved the transfer of open space at Pikes Marsh on 1st November. The draft transfer TR1 drawn up by BDC was given approval by the parish council and it was agreed unnecessary to appoint a legal representative to act on its behalf.
- c) Off road parking solutions:** Suggestions for surfacing any potential parking areas particularly at Claypits Avenue and Tawneys Ride has been put on hold by BDC owing to its current parking strategy consultation for the district.
- d) Upgrade of noticeboard:** Cllrs Jackson, Aries and Alston had held a site meeting to consider upgrading the current parish noticeboard. Some concerns raised on costs and risks to the noticeboard. It was suggested that a second noticeboard could be installed at Queens House with agreement of the owner. However plans for the bus depot need to be agreed before following up.
- e) Suffolk Community Support Grant:** A grant of £1,500 has been received from Suffolk Community Foundation to supply hardcopies of Welcome Packs providing information to the local community about services available in the village and to progress a Good Neighbour Scheme. The parish council cannot legally run a GNS and therefore are looking for a 'parent' group or organisation to take on the scheme.

f) Joint parish council magazine: It was agreed to follow up on this initiative once the new Parish Incumbent is installed.

g) Health & Wellbeing Plan: Cllr McCrory and Sills reported on the progress of this initiative. They have drafted a brief plan. Health & Wellbeing events could be held at the Community Centre during the year. Dementia Friendly event to also be followed up. Cllr Sills investigating suitable sites in the village for cycle racks plus available grants. Cllr Sills has resigned from the Hardwicke House PPG. Cllr McCrory to consider taking on the role.

h) Christmas lights update: Cllr Saer reported the following: Majority of lights installed and all will be ready for the lighting up event at the end of the month. She has purchased supplies of gutter clips and cable ties plus some boxes of chocolates as a thank you to the households providing the power. Lights on the two public houses both replaced. Will need some flag poles for 2022. BCLT has taken the insurance and risk on for the event on Bures Common.

i) Mill Lane street name application: BDC confirmed approval of the application and £100 cost for one sign. It was agreed to proceed with the installation of one sign.

j) Jubilee bench: The bench is in desperate need of replacing. Discussions with landowner and contractor continuing. Cllr Norton offered progress the matter.

k) Parish contractor works: Works list circulated to members. The contractor submitted a quotation to maintain the open space at Pikes Marsh. It was agreed to gain further quotations for consideration at the January meeting. The contractor currently maintains the Pikes Marsh play area under his Sportsground Committee contract. It was agreed to invite residents from Pikes Marsh to consider volunteering their time to maintain the shrub area to the rear of the properties. Both the open space and the area to the rear are included in the transfer of land from BDC and will be the responsibility of the parish council. The parish Street Cleansing contract has become vacant and Expressions of Interest to be sought. Clerk to follow up.

09/11/21 Joint Parish Plan and Joint Bures NHP

a) Joint Bures NHP: A Joint Bures NHP is now registered with both Braintree and Babergh District Councils. Two inaugural meetings for 12 interested volunteers (restricted due to COVID considerations) to join a Steering Group and Working Parties to progress the plan have been held. A Steering Group and Working Parties now set up. A Bures Vision Statement being created using residents views from the consultation on 'what's best about living in Bures today and how we hope Bures will be in 2035'.

b) Suffolk Climate Change Partnership for Bures: Groundwork East Is offering advice/information/signposting on high (e.g. solar panels/ heat pumps) to low level no-cost measures that residents can take to reduce their carbon impact on the environment. At no cost to the community, Green Champions conducted 5-minute doorstep surveys with 25 households responding. Green Champions also attended the local Saturday Market to promote the initiative. Cllr Fairbairn suggested 'Climate Change' to be the theme for the Annual Parish Meeting 2022. He is also investigating sites suitable for an electric charging point along with availability of grants. Possible site options – Nayland Road carpark, Bures Station carpark and to the rear of the Primary School near the garages.

c) Bures Village in Bloom: Several residents interested in tending planters around the village. Chair obtaining costs for 5 planters. Application to be submitted to Cllr Barrett for consideration of costs to be met through her Locality Councillor Award.

- d) BMSDC Joint Local Plan:** The examination of the plan has been paused following the hearing into Matter 4 as the Inspectors have concerns over the spatial distribution and site selection process. The District Councils to undertake further work to address these concerns.
- e) BMSDC Draft Housing Land Supply:** Details on the land supply position statement consultation has been circulated to all members. Consultation running from 3rd November to 17th December 2021.

10/11/21 PLANNING

a) Applications received and comments made to date as per attached list:

Members noted on the approval of the Rose Cottage applications with a number of conditions set by the Officer. Members stressed that these conditions need to be adhered to. The parish council has raised concerns regarding the visibility of the granted grain store at Corn Hall. No response to date from the Officer.

b) Applications received since the previous planning committee meeting: None.

c) Other planning matters for reporting on:

Chambers Bus Depot: No application submitted by Roses Builders to date. Both parish councils to respond formally when received. A pre-app meeting has been held on site with the developer and members of BSMPC. Circulated paper plans outlined 6 houses, ground floor retail with flats above proposed for the site. BSMPC working with the developer to canvass resident's opinion on the proposals via Drop-in session and leaflet drop. An open meeting has been discussed with the developer as an option to gain resident's views however a drop-in session preferred. It was noted that pre-app meetings are encouraged between developers and parish councils by the District Council Planning Departments.

Cllr Fairbairn left the meeting at this point

Plots 5 & 6 Cuckoo Hill: The application to reduce the height of Plots 5 & 6 has been agreed by Babergh DC with stringent conditions attached.. A reduced fee of £130,000 paid by the developer to allow BDC to take over if the developer fails to complete is being discussed. A delay on the final legal agreement between the developer and BDC has resulted in a delay to the work on the two properties. The Chair shared an update from the Chief Planning Officer advising that the legal team are in discussion regarding a conclusion on the final form of wording for the Section 106.

Land to rear of Cambridge Way: Bures Hamlet Parish Council is waiting on the land transfer agreement from Braintree District Council.

Bank House: Babergh Heritage Officer has been in contact with the new owner and met on site. No further update.

d) The following Enforcement Cases were reported on:

Barns at Over Hall: No further response received from the Heritage Officer.

11/11/21 DRAFT BUDGET

The Clerk presented the 3 year draft budget for 2022 – 2025. The budget showed balances to be reasonable. The Chair noted on the SID purchase costs, telephone box repairs and the insurance premium increase. She also noted that the street lighting loan will end financial year 2022/23. It was agreed the BDC 2022/23 precept remain as previous year, £30,435.00. The budget approved by all members present.

12/11/21 AUDIT AND FINANCE MATTERS

Business Access A/C balance: £13,409.29

Community Account balance: £6,259.61 (when all cheques paid)

a) External Auditor's report for 2020/21 Accounting Statement received with no matters arising.

b) Internal Audit Review meeting held on 4th October 2021 – Cllr Pentney, Cllr McCrory, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members and held on file. Carolyn Holbrook, Internal Auditor advised that she would attempt to attend regular meetings of the parish council and to keep updated of legal briefings.

c) Finance and Budget monitoring report - noted, circulated and attached.

d) Bank reconciliation and verifying bank statements dated 5th November 2021 – noted, circulated and duly signed by the Chairman and non-signatory member.

e) The CIL allocation of £7,826.93 remains unallocated. 4 options put forward:

1) New village sign to be installed on corner opposite the Three Horseshoes PH.

2) Resurface of tennis courts.

3) New parish noticeboard.

4) Upgrade telephone box.

It was agreed to investigate costs to upgrade the telephone box in Church Square and to set aside an unspecified sum towards a new noticeboard.

f) Findings for future online bank transfers – the Clerk suggested that the two internal audit members should verify any bank transfer. Further follow up needed.

g) Policy for recording and social media at meetings being followed up jointly with BSMPC.

h) The LGA Model Code of Conduct to be reviewed and adopted May 2022. SALC to advise Clerks with draft revisions prior to adopting at the May AGM.

13/11/21 CORRESPONDENCE

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

Members considered if private event organisers should be encouraged to inform the parish council prior to holding events following a residents concern regarding a recent firework display. It was agreed that this would be difficult to manage.

NALC AGM notified of its change in constitution to replace term Chairman with Chair – the parish council welcomed this change.

BDC Active Travel Public Consultation update.

Notification of draft Little Cornard Neighbourhood Development Plan 2020-2037.

PCC consultation on new Police and Crime Plan.

South Suffolk Taskforce – Resident Recovery Report.

RBL donation thankyou letter to the Chair – the Chair noted that the RBL are hoping to resurrect the tradition of RHS Holbrook supplying a bugler on Remembrance Sundays in the future.

Information on Christmas & New Year waste collection schedule and scheduled collections for 2022.

14/11/21 REPORTS

The Chair encouraged members to read the reports as they provided detailed information and updates.

Assets Report: Cllr Alston had circulate his report prior to the meeting. All assets in a satisfactory condition. Eves Orchard grit bin still to be refilled by BDC.

Bures Hamlet PC: Cllr Monk reported on the following: NEEP parking proposals for Bridge Street - members have agreed to withdraw the original application and not to proceed with the revised proposals. Repainting of the yellow lines to remain on the NEPP future works list. Members have agreed for Pizza on the Green to trade on a Sunday morning once a month at the Essex Knowle on the condition that all waste is removed from site. The parish council has forwarded a request for Bures Hamlet to be included in a 20mph pilot scheme. Safety improvement at Mount Bures junction and Colchester Road continue to be followed up with Highways. A resident has requested reflector warning signs to be installed on the grass verge at top of Lamarsh Hill. Members looking to improve the lighting along Station Hill pavement.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. The 3 year Picus tests have been carried out on the Cedar and Sequoia. A further climb of the Redwood recommended. Survey of all trees to be arranged. The Authority is to respond to the DEFRA Consultation on Amendments to the Environmental Permitting Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities. Waiting on the Commonwealth War Graves Commission plaque to be mounted at the front entrance and rear gate. A short re-dedication service was held at the graveside of K P Carr on 18th September. A new smaller shed has been installed. Bulb planting underway following a generous donation.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on 11th November. Support to be given for continuation of the Seasonal Rangers in 2022. Portaloo hire to continue throughout the winter period. Refreshment wagon has ceased trading until the spring. The internet signal at the Community Centre appears not strong enough to allow effective CCTV monitoring. A CCTV Protocol has been agreed. Funding to be sought for the resurfacing of the tennis courts. The current surfacing is creating issues for Pickleball users. Grant applications in hand for new play equipment. Pikes Marsh playarea to be maintained to the standard of the recreation ground. The outgoing Clerk was presented with a photograph framed print and a bouquet of flowers for her valued contribution to the sportsground over the past 10 years. Gareth Hood to take on the Clerk's role from 1st January 2022. Mrs Wright to oversee the handover until the end of January.

Community Centre: Cllr McCrory had circulated a short report for the meeting. The whole Centre now redecorated. Waiting on electrical jobs to be completed. Main hall curtains retaped. Garrad Room curtains being cleaned and reproofed. New electric cooker installed in Garrad Room kitchen. New Garrad Room clock purchased and sign given by Atlas Signs. Lettings and finances good. New Letting Secretary is Stephanie Atkinson. New Treasurer being sought.

Need to encourage a representative from all main hall users to attend meetings.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been placed on the parish council website. Items to note: Cllr Aries suggested to members that some well-used footpaths may benefit over the course of the winter to have a layer of wood chippings. The formal SCC public consultation for Wave 3 QLS designations now closed. Delivery of QR disks which will be applied to all finger posts due early winter. These discs relate to the Discovering Suffolk project based within the SCC Green Access Team. Ken Jackson has kindly cleared the overhanging brambles and nettles to the north of Tawneys Ride. Several fingerposts in the parish have been reported in need of renewing.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. The dragon painted by Ferriers Barn now fixed in place on the noticeboard behind the train timetable. Ferriers Barn has donated a bug hotel and is in situ near the bee friendly planters. The pictures hanging in the station waiting room have been stolen from their frames. Greater Anglia have kindly provided 4 new frames and a decision on which pictures to hang in them is still to be made. Primary School children to paint pictures of nature and climate change. These will be scanned and dbond and fixed to the fence leading to the station. Full report published on the parish council website.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. An application for tree reduction at Clopton Cottage recommended. He has also been consulted regarding action needed to look after an enormous old Horse Chestnut tree overlooking the river behind St Mary's. He also expressed his support to the positive moves towards achieving the Community Woodland off Cambridge Way. The Leylandii at Cuckoo Hill have been inspected and will be trimmed in 2022.

SALC: Cllr Fairbairn attends the online area forums and minutes available on the SALC website.

Primary School: Cllr Fairbairn, Chair of School Governors has circulated a November update and this has been published on the parish council website. The newly appointed School Council has met and received their School Council badges. The members were full of great ideas. Year 6 enjoyed activities at Manor Adventure Norfolk Lakes. October was Black History month. Children and families attended the Diocesan Service for Schools at Bury St Edmunds Cathedral displaying the Bures School Banner. Behaviour Workshops well attended and based on the 'Five Pillars'. Children invited to design a Christmas Front Cover for the parish magazine.

Bures Common Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. October market and the Art and Craft Fair both very well supported. BCLT are supporting the Christmas Lights event by taking the insurance and risk for the event on the common. Any profits from the event will go to BSMPC Christmas Lights fund. The Trustees are working towards a premises licence for the common. BCLT are committed to support the Brook Field Grove project.

15/11/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None put forward.

16/11/2021 DATES FOR REPRESENTATIVES AT BHPC MEETINGS

2022: 17th January – Cllr Norton, 14th March – Cllr Sills, APM TBA – All,
AGM 16th May – Cllr Jackson, 18th July – Cllr McCrory, 19th September – Cllr Saer
14th November – Cllr Pentney

17/11/21 DATE OF NEXT MEETING

Thursday 20th January 2022 to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future meetings booked 2022: 17th March, APM TBA, 19th May AGM, 21st July, 22nd September, 17th November

The meeting closed at 9.34pm

Signed:

Chairman

Date