

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 21<sup>st</sup> November 2024  
at Bures Community Centre Nayland Road at 7.30pm**

**Present:** Cllr J Aries, G Jackson, T Fairbairn, S Jones, O Giles, J Chambers (BHPC), I Reece (BDC), J Finch (SCC), G Turner (Clerk)

**In the Chair:** Cllr J Aries

**01.11.24 Apologies for Absence** – Cllr McCrory (panto rehearsal), Cllr Norton (family engagement) Glen Taylor has resigned with immediate effect due to ongoing work commitments. He will continue as the Football Club representative on the Sportsground Committee. Cllr Jones agreed to join the Sportsground Committee.

**02.11.24 Declarations of Interests & Dispensation Requests** No Register of Interests declared or Dispensation Requests put forward.

**03.011.24 Minutes** Minutes of the Parish Council Meeting of 19.09.24 duly approved and signed as a correct record (previously circulated).

**04.11.24 Co-option of new members** – The PC welcomed new Cllr Giles and his Declaration of Acceptance was signed. Two spaces on the BSM Parish Council remain vacant and no further interest has been received. Cllr Giles may join the Sportsground Committee in the future.

**05.11.24 Public Forum** No member of the public present.

**County Councillor** – Report circulated in advance.

**District Councillors** – Report circulated in advance. Cllr Reece advised she has done everything she can regarding the bungalow next to 28 Claypits Ave and the leaking roof. It is understood the new roof is now in place and hope this will improve the situation. Central Stores, Bridge Street becoming a “NISA” was discussed following concerns raised by residents regarding a liquor licence application to Braintree District Council (the wrong district council). It was confirmed no application has been received by Babergh District Council as yet however the Parish Council would liaise with the police regarding this and the impact the possible sale of liquor and vapes could have on the Sportsground ASB. In addition, strip lighting has been installed to the exterior of the shop above the windows without the relevant considerations for being in a Conservation Area. The situation will be monitored closely and responded to accordingly (if the Parish Council are consulted). The final surface has been laid at the entrance to Apple Tree Mews. Despite concerns raised by members regarding adequate drainage and flooding at the garage, this is likely to be signed off providing the site accords with the details approved under the application to discharge the conditions. Cllr Reece confirmed the use of her locality funding to donate £4,000 to the cricket clubhouse thatch.

**Bures Hamlet Parish Council** - Cllr Chambers advised BH were determined to pursue a crossing on the Colchester Road due to the obstacles faced with the use of SID and its location/pole. It was agreed at the BH meeting that there would be no increase in precept given to the Bures Sportsground for 2025/26. Schools using the train station and the walking children up the road to White Dragon Archery would be advised of the safer alternative route via FP8. The potholes on the BH side of the bridge are no longer being filled in December and this was now to be “resurfaced” on 11.01.25.

**06.11.24 Police**

**a)** To report on matters raised with Suffolk and Essex Community Policing Teams

- PC Brendan Mckenna starts on 18.11.24 – Dates for future meeting to meet with PC Mckenna have been provided although he is already known in the village. All agree frequent changes to the policing team does not generate a sense of belonging. This is the 4<sup>th</sup> change this year. He will be contacted regarding Central Stores' possible application for a liquor license and its ramifications.

**b)** Speed Watch Update – Sudbury Town Council has advised they are withdrawing their service of the SID as of 31.03.25 and that they would not be replacing the Community Team. Clarification is required regarding whether a service will be offered in the interim. Cllr Finch agreed to investigate further. It has been suggested that the SID can be run by volunteers despite safety concerns of it being on a busy road. It was highlighted that the parish council had avoided using county resources in the past and had chosen to purchase their own SID.

**07.11.24 Highway Matters**

**a) St Edmunds Lane** – surface water outside Pilgrim's Rest – On the drainage list but not yet an active job (currently at No. 264 / out of 1300). It may change depending on priorities received.

**b) St Edmunds Lane bank** – Highways Assessment Officer inspected but no condition meeting HMOP was found – Now cleared by the Parish Contractor (at a cost to BSM of £105.00). This will be monitored for any garden refuse as the bank is now completed bare.

**c) B1508 – Sudbury Road standing water Great Bevills** – Jetting works were undertaken overnight in July to clear the system. The Drainage Team is investigating ditch ownership as outfalls need to be cleared. It was advised that this is likely to involve requests to the landowners to carry out ditch clearance works as on private land. On drainage list but not yet active job (currently at No. 295/ out of 1300). It may change depending on priorities received. Cllr Finch will make contact with Bevills Estate farm manager.

**d) B1508 – Road bridge repairs/resurfacing** – The repair of parapet posts, re-decking of the footbridge and painting of the entire structure is provisionally programmed for Summer 2025, aiming to overlap the summer holidays to minimise disruption. It is anticipated that the works will take longer than 6 weeks.

**e) B1508 – Reconsideration of primary lorry route** - Traffic survey, articulated lorry evidence - Proposing to cover the lorry logo on the directional sign in Sudbury for parking as this may be misleading. However, evidence shows the majority of the traffic is using the A134. Increased traffic from Fairfield Crisps was highlighted and would be monitored.

**f) ANPR for B1508** – The vandalised post has been reinstated and the ANPR was in place for 1 week on 04.11.24. No data has been received as yet.

**g) High Street – UK Power** – No update on next closure

**h) Church Street and Nayland Road – Water Leak** – Work completed

**i) Nayland Road – Parking** – Ongoing. Particularly bad at the weekend from the Football Club. The Sportsground Committee will make contact with them to see how the situation can be improved.

**j) Bures Road, Nayland with Wissington** - P2 secondary gritting route. It has already been gritted this winter.

**k) St Edmunds Hill – Water leak** – Work completed

**l) The Croft** – Damaged road sign reported to Highways. Damaged dog bin post fixed by the Parish contractor.

**08.11.24 National Grid Bramford to Twinstead** – Nothing to report. It was agreed to remove this from future agendas.

**09.11.24 Matters arising which do not appear elsewhere on the agenda**

**a) Bus shelter update** – Despite previously being declined, a new application to Babergh has passed the preliminary stage for review in May. This requires the Parish Council to pay 25% of the cost (£4,000). There is CIL money currently earmarked for the majority of this. The survey previously undertaken to evidence wish/need had a good response from residents. There has been enthusiasm from the Common Land Trust, who have agreed to donate the proceeds of their 'Christmas Carol' reading to this project. Other joiners that work with oak will also be considered as long as the designs are agreeable, taking into consideration its proximity to St Mary's church.

**b) Management of SID** - Sudbury Town Council – See above.

**c) Parish Contractors works list** - Circulated (BPAP 2iv)

- Resignations – G Vaughan has resigned from the maintenance contract as of 30.11.24. (R Chambers has also resigned from the grass cutting Contract as of 30.11.24 for the sportsground.)

- Service contract tenders – A list of the tenders received was circulated in advance. The contract was awarded to Jack Perfect-Brown as he was the most cost effective and is known to the Parish Council due to his work in BH. All agreed it would be beneficial to fix for 3 years (linked to RPI). This would be suggested to Jack however would not be a deal breaker.

**d) EV Plug-in application** – Cllr Jackson met with the engineer to discuss possible sites. Neither the Community Centre nor the cricket club power sources were considered adequate. Taking power from the pole at the corner of the car park was suggested with two spaces for charging points. These can be used for general parking when charging is not taking place, however, advised not used for parking overnight. This proposal will now go forward to Plug-In Suffolk, who will be agreeing the points across Suffolk.

**e) Joint Parish Council Magazine and bi-monthly snippets** – Bi-monthly snippets with BH have been agreed and are now published in the Village magazine.

**f) Bures Sportsground Food Vans** - White Gold and Brittens Bites – WG have been advised not to trade on a Saturday lunch time again without prior permission due to the parking congestion already being experienced from the football club and market.

**g) VE Day – May 2025** – No update

**h) Clerk's Appraisal** – Successfully completed. Applications for grants were identified as an area of focus for the coming year. It was agreed that CILCA would be the next training required with the possibility of starting this in September 2025.

**i) Christmas lights event** – Friday 29.11.24 starting at 6pm in St Mary's Church.

**j) Remembrance Day Service 2024** – BH purchased a wreath on the Parish Councils' behalf and Jenny Wright laid it at the service of Remembrance.

**k) Bleed kits and cabinets** – The bleed kits were donated by the Daniel Baird Foundation. The football club will be contacted regarding permission to site one near the new defibrillator at clubhouse and the other would be in the telephone box in Church Square. A Tell and Show training event arranged for 26.11.24 has been postponed due to a double booking. The cost for a lockable cabinet to house this (the preferred model for an open public space) will be £350.00 + VAT, rain cover £50 + VAT (and additional fixing costs). Cllr Finch has kindly donated £500 towards the cost. The BMF have also been approached to see if there are any funds left to assist with this or the BSM cabinet (however this could be housed without a cabinet if necessary as within the phone box).

**l) Remote meetings** – All agreed on collective answers for the survey regarding this.

**m) Copper Beech Tree, Nayland Road** – A report by George Blake costing £66.00 was sought and indicated immediate removal was required due to the fungus at its base. The top of the Beech has been felled to a height of 8ft at BT's cost despite being identified as not on their land. They have expressed no further interest. The fungus problem remains. The trunk needs to be felled and the

wood disposed of to prevent spread. The possible owner of the land has been contacted but not responded

**n) 26 Claypits Ave** – As above.

**o) Memory Bench** – Anne Underhill – A request for this to be sited on Wind Whistle Ridge has been received and was in the process of being agreed with Bevills.

**p) Central Stores, Bridge Street** – As above.

#### **10.11.24 Planning**

**a) To report on applications received and any decisions made since the previous planning committee meeting** – see attached list

**b) To consider a response to any applications received since the previous planning committee meeting:**

**DC/24/04905 3 Apple Tree Mews Cuckoo Hill CO8 5HX** - Householder Application - Erection of a single storey rear extension, insertion of rear dormer window and conservation roof light in conjunction with loft conversion – Comments by 02.12.24 – No comment/objection however the Parish Council have sought reassurance that parking will be considered as the proposal is to increase this from three-bedroomed to four-bedroomed property and parking on the estate is limited. As these 3 of the 6 properties have plans to undertake some building work, it was also requested that this application should have a working hours condition attached to reduce the inconvenience and disruption in the surrounding area.

**DC/24/04952 Beech House The Croft CO8 5JB** – Application to Works to Trees in a Conservation Area – Comments by 02.12.24 – To object as advised by the Tree Warden on the grounds that there is a TPO on the healthy Beech tree which was already in place when the house was built and named after. No evidence has been provided by the homeowner that this is causing a significant problem and it has previously been trimmed.

**DC/24/04946 Church House 2 Church Square CO8 5BS** – Application for Works to Trees in a Conservation Area – Comments by 02.12.24 – Minimal works. No objection/comment as advised by the Tree Warden.

**c) Cuckoo Hill** – Entrance to Apple Tree Mews update – As above.

**d) To report and follow up as required:**

- Chambers Bus Depot/Knowle House – No update. Advised by Roses that they have been kept busy with the decontamination of the site.

- Ferriers Farm Barns – No update

- Colchester Road Land Sales – Cllr Holland (Essex) has been proactive and supportive.

1. Water Meadows - GJ No further update

2. Sales of plots – GJ No further update

#### **11.11.24 Bures Neighbourhood Plan & Bures Parish Action Plan**

**a) Update on progress of Bures Joint Draft NHP** – A good response from residents. There is a meeting scheduled for 05.12.24 with the consultant to follow up on the public consultation.

**b) Joint Parish Plan 2024-2025** – Due to time restraints this was not discussed but it was agreed this would be prioritised at the next meeting.

#### **12.11.24 Finance Matters**

**a) Finance & Budget monitoring report** – Noted and circulated

**b) Bank reconciliation report and verifying bank statements** – Noted, circulated and duly signed by the Chairman and non-signatory member.

**c) To report on progress of change of bank address** – All updated

**d) To note Business Banking Resolution Service Is closing.** It was raised that Lloyds will be charging for Business Account if 100 transactions or more a month. This would not affect the Parish Council as less transactions than this per month.

**e) To note the NALC Salary Pay Agreement 2024-25** with effect from 01.04.24, an increase of £1,290 (pro rata for part time employees) to be back-dated and paid in November. It was noted the new rate per hour has increased from £14.21 to £14.84 and would be included in the budget.

**f) To note implications of N.I. Secondary Threshold** – Consequences to be investigated by the Clerk

**g) Draft Budget** – 3-year draft budget 2025-26 discussed. It was agreed that the precept would need to be increased to cover costs however this would be kept as tight as possible (an increase of £565 to £33,000 pa). There would be no increased contributions to either the Sportsground or Cemetery. It was agreed that an allocation of £200 for the SID would be removed as this was likely to be run by volunteers moving forward and the S137 donations/parish items was reduced from £500 to £250. To increase the residual balance, it was agreed that the earmarked elections fund would be moved into the retention of funds as no elections expected. Clarification regarding this would be sought through SALC. The budget changes would be made and recirculated in advance of January's meeting for final agreement.

**At 9.30pm, Cllr Aries asked for agreement to continue the meeting.**

### **13.11.24 Audit Matters**

#### **a) Internal Audit Update**

- It was noted that BB Business Assoc. Engagement Letter has been completed and acknowledged.
- Internal Audit Meeting - This took place on 07.10.24 and the checklist has been updated and circulated. There are some actions to be undertaken.

**b) External Audit Update** – PKF Engagement Letter to be actioned.

**c) Additional policies to agree** – The Social Media and the Recording and Use of Social media at council meetings were reviewed and adopted. A new Press and Media Policy was agreed and adopted.

**14.11.24 Correspondence** - The following was circulated prior to the meeting and was acknowledged.

ECC - Essex Highways rolls out faster and greener way to repair roads using old lorry tyres

EALC News e-Bulletin- Week Commencing 4th November 2024

ERO Newsletter September 2024

EP Passenger Interest Group meeting 11.09.24 – Minutes

Accessibility and GDPR Compliance: Essential Information for Councils

ECC Highway Highlights July-August 24

Earls Colne Neighbourhood Plan Consultation and Planning Policy Updates

Local Nature Partnership Newsletter

Babergh District Council Community Grants

Bramford to Twinstead Reinforcement: contractor familiarisation works

Suffolk Highways - Updates October 2024

News from National Landscapes

Town and Parish update from Babergh District Council – October & November 2024

The Essex Community Initiatives Fund (CIF)

SLCC Weekly News Digest – 23.09.2024

Gambling Act 2005 Babergh & Mid Suffolk Statement of Principles Consultation

Lithium-ion Batteries Campaign Update

**15.11.24 Reports:** Cllrs acknowledged receipt of the following:

**a) Asset report** – Cllr McCrory (23.01.25– Cllr Jones, 20.03.25 – Cllr Giles) – No issues were raised.

- b) Sportsground (BPAP 3 I) – To be circulated after the meeting.
- c) Community Centre – Draft minutes circulated
- d) Cemetery – Draft Minutes from 09.09.24
- e) Jubilee Grove/Transition Group Report - None
- f) Station Adopters – November Report
- g) Rights of Way (BPAP 2 ii) No report
- h) Tree Warden (BPAP 2 i) – see planning applications and decisions
- i) Primary School – Circulated in advance.
- j) Joint Emergency Plan – No update

**16.11.24 Brief information & exchange for next agenda items**

- BSMPC representatives for BH meeting on Monday 20<sup>th</sup> January 2025 – Cllr McCrory
- BH Representative for BSMPC meeting on 23<sup>rd</sup> January 2025 – Cllr Manning

**17.11.24 Date of next meeting:** Thursday 23<sup>rd</sup> January 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm

**Meeting finished at 10.17pm**

Future meeting dates agreed: 20<sup>th</sup> March 2025, APM 24<sup>th</sup> March, AGM 15<sup>th</sup> May 2025