

**Minutes of Bures St Mary Parish Council Meeting
Thursday 22nd January 2015 at the Committee Room,
Bures Community Centre, Nayland Road at 7.30pm**

Present: Cllrs G Jackson, C Holbrook, T Underwood, D Ambrose, M Seymour,
R Butcher, J McCrory, T Saer, L Alston, A Ryman (BHPC),
J Cartlidge (BDC), J Finch (SCC), PCSO Jamie Fudge

In the Chair: Cllr G Jackson

Clerk: Mrs J Wright

1/01/15 APOLOGIES

ACTION

Cllr Jackson welcomed everyone to the meeting.

No apologies received.

2/01/15 DECLARATION OF INTERESTS/DISPENSATION REQUESTS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.

None declared.

3/01/15 PUBLIC FORUM

There were two members of the public present. Mr & Mrs Frewin were in attendance to progress their written concerns made to Babergh District Council Planning Department regarding application No. B/14/01103/FUL. It was agreed that this matter would be discussed more fully at Item 9 on the agenda.

4/01/15 MINUTES

Minutes of the previous Parish Council Meeting of 27th November 2014 (previously circulated) were approved and signed as a correct record.

5/01/15 POLICE REPORT

PCSO Jamie Fudge was in attendance and gave the following report: Only one reported crime in the last 2 months – Sat Nav and charger stolen from a vehicle at Tawneys Ride. Babergh West Priorities advertised with the Team taking the following action:

- 1) To continue to carry out high visibility reassurance patrols and raise awareness of crime reduction measures available to members of the public.
- 2) Conduct high visibility foot patrols at local schools during key times to nurture community confidence and to provide a positive forum to voice community concerns.

Owing to Suffolk Police being faced with delivering significant savings in the coming financial year, Tim Passmore, PCC for Suffolk had invited all residents to take part in a survey to consider his proposals for an increase to the precept demand. Members' general feedback was in favour of a small increase to help improve police services. A number of minor dog attacks reported to both Essex & Suffolk Police were currently being investigated. PCSO Fudge agreed to follow up on the outcome of the reported Christmas tree light damage. Cllr Finch asked if and how often the B1508 was police speed checked. PCSO Fudge would also follow up and report back to the Clerk.

6/01/15 MATTERS ARISING FROM PREVIOUS MINUTES

Section 106 Funding: Cllr Cartlidge had informed the members of the allocation breakdown of contributions received and spent against the Pikes Marsh site. Contributions had been spent on services local but not within the parish. Members requested that a full balance sheet of all S106 contributions should be made available. Cllr Cartlidge confirmed a contribution of £4,638.46 from the Cuckoo Hill site was still available. Clerk to follow up.

Bank House: A third letter had been sent to the current owner from BDC but still no action taken to upgrade the property. Cllr Cartlidge suggested that a meeting with all parties would be the next stage to progress the matter. **JC**

The Croft resurfacing: Pot holes in first section still to be repaired. Clerk to follow up. The Chairman had responded to Cllr Underwood's letter following the Open Forum held on 24th July 2014. She had not responded sooner so as to allow ample opportunity for SCC to progress the matter of external funding. She now apologised for encouraging parishioners to believe that a joint solution could be found. A formation of a Residents' Association seemed to be the best course of action.

Assets of Community Value: Cllr Seymour had liaised with Cllr Evans (BHPC) and a revised list for both parishes was presented and agreed. Members expressed their thanks to Cllr Seymour for his work so far on this matter. **MS**

Joint Emergency Plan: Cllr Holbrook still progressing with Cllr Lee (BHPC). **CH**

Use of open spaces: Clerk still progressing a project for the land to the rear of Beaumont Close. The Chairman agreed to forward photos to compliment the project application. The Scout Troop was currently making bird and bat boxes for their Creative Challenge Badge and some of these would be made available for the project.

Homeless persons: Cllr Cartlidge confirmed that the reported homeless person at an empty property at Eves Orchard was a BDC Housing allocated tenant with visits in hand by the Tenants Team.

Formation of entertainment/grant committee: Cllr Butcher following up on this item. **BB**

7/01/15 COUNTY COUNCILLOR'S REPORT

Cllr Finch's report had been previously circulated. To be held on file. He highlighted the following – 9 new Econ gritters purchased to replace ageing ones in SCC's highways fleet, Warm Homes Healthy People scheme, High Speed Broadband in Bures due to go live within the next 2 months.

8/01/15 HIGHWAY MATTERS

- a) Street light survey – still to be actioned. Cllr Saer would report back to the Clerk on any areas unlit after midnight which may be considered unsafe. Pikes Marsh lighting, currently managed by Hawkesworth Management Company was remaining on after the midnight switch off. Cllr Finch to investigate this matter. **JF**
- b) SCC site meeting – Cllr Finch following up on a site meeting with Steve Merry and the parish council to revisit parking, speed and highway issues in the parish.
- c) Street light works – the Clerk was still waiting on confirmation from Richard Webster, Electrical Services Manager that there were 4 outstanding lights still awaiting IKPN attendance instead of 2 which he had previously referred to.
- d) FP14 Clickett Hill to Smallbridge – clearance still outstanding. SCC in negotiation with Anglian Water regarding re-instatement of the route.
- e) Water leak at Hollow Lane – reported and works now in hand.
- f) Damaged drain cover in High Street – reported and works still outstanding.
- g) Proposed new stile on Probert Trust Estate – reported and in hand.

9/01/15 PLANNING

All applications received and comments made – see attached list.

Changes to Permitted Development Rights 2013/14 – circulated and noted.

Report on Babergh Town & Parish Liaison Meeting – circulated and noted.

Application No. B/14/01103/FUL Slaughter House and land adjacent, Cuckoo Hill:

At this point the Chairman invited Mr & Mrs Frewin to give an input on this application for erection of 6 no. two-storey dwellings, following demolition of existing commercial buildings and hard standing, and construction of private access driveway.

Their concerns had been raised with the District Councillor and were fully supported by the parish council. The parish council had objected to the application on 13 points. Cllr Cartlidge to hold a site meeting on 23rd January with the planning officer with a view to any decision being taken at full planning committee rather than delegation level.

10/01/15 PIKES MARSH

Cllr Cartlidge, Cllr Ambrose and Alan Baker (SCC) had met on site to follow up on the following matters:

- a) Hedge & ditch clearance - work completed.
- b) Flooding – this appeared to be caused by damaged pipework in the ditch. Flooding to be monitored and photographic evidence submitted to BDC.
- c) Parallel footpaths – proposals to level out the two parallel footpaths in hand. Cllr Cartlidge to follow up with Alan Baker. **JC**
- d) Link road access – Cllr Seymour had followed up on the concerns raised. 3 trees had been planted which should prevent any through traffic.
- e) Flats at Pikes Marsh – it was noted that the 4 new flats were currently listed as Tawneys Ride. Cllr Cartlidge confirmed this to be correct. New signage to be erected.
- f) Adoption of footpath, provision of light and access at BT entrance, Nayland Road – Cllrs Cartlidge and Finch had inspected the area and advised ownership of the footpath was under 3 parties, SCC, HM Hawksworth Management Company and the Three Horseshoes PH. Cllr Finch agreed to follow up on SCC adopting the section under HM Hawkesworth. Parish Council agreed to budget for provision of a light subject to Cllr Finch investigating if provision could be met by SCC. Land fenced and owned by Persimmon Homes needed tidying. Clerk to follow up. Cllr Butcher to approach the Landlord of the Three Horseshoes PH to discuss the sale of its section of footpath. Parish Council agreed it would meet any legal fees.

11/01/15 NEIGHBOURHOOD PLAN

An open event had been booked for Saturday 28th March 9.30am – 1pm at Bures Community Centre. Jan Cole, Braintree District Community Engagement Officer had agreed to progress the event with Cllr Holbrook and the Clerk. **CH/CLERK**

Cllr Holbrook commented on her attendance at a Planning Essentials course held at SALC in December.

Cllrs Finch and Cartlidge agreed to leave the meeting at this point.

Cllr Cartlidge agreed to follow up on a fly tipping matter raised by Cllr Ambrose and would report back to him in due course.

12/01/15 ELECTIONS 2015

The Chairman brought the forthcoming 2015 Elections to the attention of the parish council as all Councillor's terms of office would cease in May. Further advertising to follow.

13/01/15 CLERK'S PAY AND REVISION OF HOURS

The Clerk's salary was reviewed in line with EALC recommendations. An increase of 23p per hour from £10.30 to £10.53 was agreed and in addition it was agreed to increase the contracted hours of work from 6 hours to 8 hours per week.

It was agreed to pay 50% of the Clerk's direct debit with HP Instant Ink for ink cartridge use.

14/01/15 FINANCE

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

Bank reconciliation dated 13th January 2015 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Data Protection Registration – it was agreed to proceed. Cost of registration £35.

Dedham Vale Project financial request – the majority view of members was to give financial support to the Project. It was proposed to pay £500 for 2015/16 with equal amounts for 2016/17 and 2017/18. Proposer Cllr Alston. Seconder Cllr Butcher. Accepted.

15/01/15 BUDGET

The Clerk presented the draft budget. This was approved.

16/01/15 AUDIT MATTERS

LTN 5 Parish and Community Council Meetings - Cllr Underwood reported that he was satisfied that all procedures were being upheld by the parish council.

The Clerk advised that Mr Angus Goody had agreed to take over as Internal Auditor until the end of the financial year following the resignation of Mrs Susan Boon.

LAIS 1369 Planning Practice Guidance: Housing Assessment – circulated.

LAIS 1370 Development Benefits Pilot – circulated.

LAIS 1371 Parish Polls Consultation – circulated.

At this point members agreed to proceed with agenda items after the Standing Orders permitted time of 9.30pm.

17/01/15 CORRESPONDENCE

Briefing on Health & Care Initiative at Sudbury – Cllr Holbrook agreed to circulate a report

BDC S106/CIL consultation workshop at Hadleigh – Cllr Holbrook agreed to circulate a report

Information on NHS 111 telephone number – circulated and noted

Information on Raising the Bar Community Fund – circulated and noted

Came & Company Insurance briefing managing seasonal issues – circulated and noted

Nomination of Chairman Gill Jackson to SALC for Buckingham Palace Garden Party attendance – circulated and noted

New Anglia Growth Hub free business support – circulated and advertised

18/01/15 REPORTS

Assets Report: Cllr Ambrose presented his report. Waste bin near church wall slightly damaged. Dog waste bin at Eaves Orchard full. Clerk agreed to amend the asset report to include the new Croft End dog waste bin.

Bures Hamlet PC: Village Agent Peter Darlington due to retire in February. ECC highway issues being followed up with Cllr David Finch. Problems of flooding from Water Lane being followed up. Lamarsh Hill allotments to be included in the Assets of Community Value list. Members continuing to press BDC Enforcement to secure the vacant garage site.

Cemetery: Work on the two trees at top of main drive now completed. Scout Troop currently making bird and bat boxes for the cemetery as part of their Creative Challenge Badge.

Sportsground: Fencing along boundary completed. Issues with the booking of a wedding marquee now resolved. Toddler play area to be revamped in January.

Community Centre: Outside lighting checked and all now working. Security issues being followed up. Key audit in hand. Kitchen door repaired.

Rights of Way: No issues to report.

Transport: Nothing for report.

Tree Warden: Overgrown hedge at No. 2 Town Hill still not cut back. Clerk to follow up. The trees to the rear of No. 6 Eves Orchard were becoming extremely tall and the Clerk had written to BDC to assess.

SALC: Cllr Underwood had attended the last Babergh area meeting. Items for note – Babergh DC & Mid Suffolk DC Joint Strategic Plan 2014 – 2019 and SCC Budget Consultation 2015/16. Both held on file for information. Cllr Underwood noted that Babergh DC were looking to increase house building in parishes.

Primary School: Nothing to report.

Bures Common: Richard Sills had resigned from the Bures Common Trust. Cllr Ambrose was nominated by the Bures St Mary Parish Council representative member, Mike Seymour, to fill the vacancy. Unanimously agreed. Date of AGM – 29th January. Date of APM – 4th March. Advertising in hand.

Transition: Christmas market had been very successful. A complaint regarding licences had been received. 5 markets planned for 2015. A scheme to sell LED light bulbs at a reduced cost was in hand.

19/01/15 ANY OTHER BUSINESS – items to note and for the next agenda

Cllr Seymour asked for the agenda to be streamlined. It was noted and the Chairman suggested that the Reports could be circulated in advance of the meeting.

Cllr Underwood asked for a pedestrian crossing for the parish to be included as an item for discussion when the parish council meets with SCC Highways.

20/01/15 DATES FOR FUTURE MEETINGS

Next meeting: Thursday 26th March 2015 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked 2015: 23rd April, 21st May, 23rd July

The meeting closed at 9.40pm.

Signed:

Parish Council Chair:

Date

