

Minutes of Bures St Mary Parish Council Meeting
Virtual Meeting held on
Thursday 21st January 2021 at 7.30pm

Present: Cllrs L Alston, J Aries, T Fairbairn, G Jackson, L Norton, J McCrory, S Pentney, S Sills, T Saer, D Monk (BHPC), Cllr J Finch (SCC), Cllr M Barrett (BDC)

In the Chair: Cllr G Jackson

Also Present: Mrs J Wright (Clerk) plus 1 member of the public

1/01/21 APOLOGIES FOR ABSENCE

No apologies received.

2/01/21 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.

3/01/21 MINUTES

Minutes of the Parish Council Meeting of 19th November 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.

4/01/21 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There was 1 member of the public present.

a) The member of the public expressed his support for the parish council's efforts to reduce speeding along the B1508 where he lives, including the purchase of a VAS. He had undertaken some maintenance on drainage to alleviate the roadside flooding which occurs outside Little Bevills.

b) County Cllr James Finch had circulated his report prior to the meeting. Items to note from the report: Increasing Covid-19 cases across the local area of huge concern. Vaccination centres and Hubs being set up across Suffolk and North Essex. A new digital resource launched to help parents and carers build exercise into the daily routines of children being home schooled during lockdown www.keepmovingsuffolk.com/home-schooling Cllr Finch has allocated funds to each of his 3 Benefices in his division to support in particular the local food banks which the local churches are running. Virtual fostering and adoption session for the Stour Valley – refer to <https://www.fosterandadopt.suffolk.gov.uk/>

c) District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note from the report: BDC full council meetings held via Microsoft Teams. Cabinet members have proposed changes to the Access Point at Sudbury with Cllr Ward, Babergh Leader giving assurance that he is committed to face to face support. Charging for parking in Babergh District to be debated with different options being considered. Cllr Barrett has given her agreement to a contribution to support 2 schemes in Bures – electrical refurbishment at the Community Centre and a riverside noticeboard at the recreation ground.

Both Cllr Finch and Cllr Barrett remained in attendance to give an input to matters relevant to SCC and BDC.

5/01/21 POLICE

a) Community Policing Teams: Both Suffolk and Essex CPT had attended the December Saturday market event at Bures Common with a welcome acknowledgement from them on Social Media. No other issues raised by members for follow up with the Parish Liaison Officer and CPT.

b) BSM Speed Watch: Still no further action to date owing to government Covid-19 restrictions plus the Co-ordinator Officer is currently unavailable. Cllr Finch keen for Bures St Mary to work with jointly Little Cornard. Cllr Aries continuing to follow up.

c) All police reports and police meeting dates circulated and available via the Suffolk Police website.

6/01/21 HIGHWAY MATTERS

a) B1508: Potholes temporarily repaired but required permanent repair to prevent further deterioration. SCC confirmed this will be done following the drain clearance. Drainage issues creating serious flooding. SCC Highways had attended on site however Anglian Water works and diversion routes in place for the A134 have taken priority. Works rescheduled for 25th January. Cllr Finch fully aware and pressing for works to be urgently carried out but noted to members that SCC Highways department currently not to full capacity owing to Covid-19. Cllr McCrory to forward details of a recent vehicle accident along the B1508 caused by the recent flooding and poor road surface conditions.

b) Traffic calming: A vehicle activated sign (VAS) to be purchased and gateway entrance signs being investigated to hopefully reduce traffic speed through the village.

c) Cuckoo Hill parking: The Clerk had worked with the Alms House residents at Cuckoo Hill and all vehicles have now been either moved further into the road or to a different location. This would hopefully ease the issues raised by pedestrians. Clerk to write to Spout House to request the van to be moved further up the hill to allow better vision for drivers. SCC has investigated options for use of the grassed areas for parking but advised that this would not be feasible.

d) St Edmunds Lane: Some tarmac patching had been completed, however surface water still remained at the bottom of the lane. The leakage has been reported to Anglian Water and SCC has inspected and would continue to monitor.

e) Byeway 5 The Croft: Cllr Finch confirmed that SCC Highways has agreed to arrange for planings to be laid at the far end of The Croft to improve the boggy surfacing. He also confirmed that planings would be laid in the potholes along The Cut. Scheduled for the end of the month.

f) Temporary removal of telephone box: The owner of the property adjacent to the telephone box in Church Square has sought parish council approval to temporarily move the box to enable urgent repairs to the external wall. Members were happy for this to be done and volunteers have agreed to assist. SCC has inspected the site and has no issues with the proposals. Disconnection of electricity supplied required. Clerk following up with all parties.

g) Quiet Lanes initiative: Cllr Aries reported on the progress of the initiative. She considered SCC proposals for the Countywide scheme to be excellent with SCC making a sum of £600 available to each parish for signage. Designation of a Quiet Lane proposed for BSM are Arger Fen Road (Nayland Road up to Dead Lane), St Edmunds Lane and Hollow Lane. It was noted that residents should not place too high an expectation that joining the initiative will reduce the number of speeding drivers. Initiative to be advertised with Parish and SCC consultations to follow. Some member concerns raised regarding Hollow Lane which was extremely narrow for horse and walkers to avoid traffic. The public consultation to be via social media, parish magazine and leaflet drop. Any shortfall in costs would need to be met by the parish council.

Members voted on the proposals put forward. 6 in favour, 2 abstentions. Agreed for Cllr Aries to proceed with the initiative.

Cllr Finch left the meeting at this point.

7/01/21 MATTERS ARISING FROM PREVIOUS MINUTES

a) Tawneys Ride garages: Cllr Barrett reported that she had discussed the suggestion to review the use of the garages with the Asset Team. She had enquired whether any Capital Funding may be available to transfer them to retail units. BDC was reluctant to look at individual garage use and was looking to hold a district wide review. Parish Council to submit a formal proposal to Cllr Barrett for future use of the vacant garages.

b) Pikes Marsh: Cllr Barratt advised that BDC needed to firm up the proposals regarding the transfer of the land to the parish council and owing to a change in Officer this matter has needed to be restarted. Officer liaising with BDC Legal Team for an expected timescale.

c) Eves Orchard fence: Cllr Barrett advised that to accommodate those residents involved the chain link fence would not be replaced leaving an open boundary with the small parcel of land to be transferred to BDC ownership.

d) Eves Orchard tenancy issues: Over the past few years a number of serious tenancy issues had been followed up with Suffolk Police and the BDC Housing Officer. The current Housing Officer fully aware and happy to liaise with the parish council on any possible future incidents. Cllr Barrett advised members to encourage residents to log all issues as this was a District wide problem owing to problem tenants being moved around the district.

e) Eves Orchard bollards: SCC had submitted a report on the 3 bollards. Although still in reasonable condition they were all showing signs of deterioration. Clerk to continue to investigate grant options with BDC and costs involved for replacing the bollards.

f) Bures Surgery: Cllr McCrory regularly attended meetings with the Practice Manager and Cllr Sills has recently joined the Hardwick House PPG where concerns could be raised on behalf of the public. Concern regarding the intercom system resulting in a queue of patients having to wait outside in Church Square prior to being dealt with by the Receptionist has been drawn to the attention of the PPG. It was noted that local Taxi firms have offered to transport residents to their vaccination appointments.

g) Footpath beside 3 Horseshoes PH: Parish contractor to do patch repair on the footpath. Waiting on weather conditions to improve. Permission for a fence mounted solar light along the footpath still being sought. Repair of footpath along Nayland Road outside Garden House reported online.

h) Christmas lights scheme: Cllr Saer reported that £185.98 donations has been raised via the Christmas market collection. BCLT kindly donated £50 in recognition of the fantastic display at Bures Common. Lighting at the Eight Bells PH needs renewing and the team is keen to include the High Street section next season. The Chairman thanked Cllr Saer and her team for their hard work and dedication during such a difficult year. .

i) Health & Wellbeing Plan: Cllr Jackson advised that Health & Wellbeing is included in the 2020/21 Bures Parish Plan. She had drafted a Health & Wellbeing Plan specific to the perceived needs of the village and invited other members to take the draft forward. Cllr McCrory and Cllr Sills agreed to follow up.

j) Parish Council Foundation Award: The parish council has been awarded the Foundation Level accreditation. The framed certificate to be located in the Community Centre entrance foyer.

k) Alternatives to Glyphosate: Both parish councils had undertaken a review of action on Climate Change and in particular the use of glyphosate. The contractor had trialled 'New Way' as an alternative in other parishes and had investigated 'Foamstream' but the initial outlay was too costly. Members agreed not to investigate further for the time being. The contractor to trim and weed pull as necessary

l) Parish contractor works: Works list circulated to members. (Attached). Members agreed for the contractor to cut back all brambles at the Sudbury Road layby to allow the debris of litter to be cleared more easily. It was also agreed to replace the red dog waste bin at the layby with a green waste bin.

It was agreed to bring forward Agenda Item 11 Correspondence to enable Cllr Barrett to offer her input to the following matters before leaving the meeting.

11/01/21 CORRESPONDENCE

a) Climate Emergency Conference: The Clerk to attend the Conference hosted by the EALC on the 28th January. Cllr Jackson to give a short presentation on Climate Change Bures initiatives.

b) BDC parking charges review for Sudbury carparks – Cllr Barrett reported this would be a BDC Cabinet decision. She considered that Cabinet members are taking note of the increasing number of submitted views on this emotive item and may put forward amended proposals. BSMPC had submitted comments to the consultation and recognised that the proposed half hour waiting time restriction should be extended to one hour.

c) Parking proposals for Market Hill, Sudbury – Cllr Jackson's drafted comments circulated to all members. Comments agreed and to be forwarded to Sudbury Town Council.

d) Details of proposed closure of Sudbury Community Access Point – Cllr Barrett advised that BDC Cabinet members had agreed to end the current contract but remained committed to retain some physical 1 -1 contact in the town. Cllr Barrett asked members to encourage residents to forward their concerns to her.

Cllr Fairbairn asked Cllr Barrett if BDC could improve on its consultation process with the parish councils by use of a single summary of current matters being debated.

Cllr McCrory thanked Cllr Barrett for the Community Centre's recent Locality Award.

Cllr Barrett left the meeting at this point.

All the following correspondence has been circulated for information or follow up:
Details of a NHS Suffolk virtual community event about COVID
Government guidance on Coronavirus widely circulated and advertised
23rd March Census 2021 information – advertised
SCC – Help Shape Guidance for New Housing Developments in Suffolk
Details of grants available via Suffolk Community Foundation for voluntary groups.
December Feedback from Cllr Finch
Regional Flood and Coastal Committee survey promoting planning in response to flood risk
– Clerk has responded
AONB Monthly updates – November and December

8/01/21 PLANNING

a) All applications received and comments made to date as per attached list.
b) Applications requiring consideration at this meeting: **DC/21/00232** 20 Friends Field CO8 5LH –erection of two storey side extension and application of cladding following demolition of conservatory (re-submission of withdrawn application) – agreed no objection.

c) Other planning matters for reporting on:

Cuckoo Hill Inquiry: The Planning Inspector’s decision (circulated) is to uphold the enforcement notice on Plots 5 and 6 and refuse to grant planning permission on the deemed planning application. No details available to share with the members at this early stage following the Inspectors decision notice. Nothing further to report on the issue of Refusal of Discharge Conditions with actions required being to remediate the land contamination.

Land to rear of Cambridge Way: Following the consultation Braintree District Council had concluded that the land should remain as agricultural. Cllr Monk noted that Cllr Scattergood is challenging the conclusion and pushing for the decision to be overturned or revisited. Cllr Aries considered a letter of support for Cllr Scattergood should be forwarded. Cllr Jackson expressed her disappointment that correspondence sent to BDC following the consultation outcome had not been responded to.

Vacant garage site: Application 20/01933/FUL – to demolish all buildings, remove all hardstandings and erect hoarding to site frontage remained pending.

d) The following Enforcement Cases were reported on:

Knowle House: Amobox no longer operated on the site and the building was currently up for rent. The Chairman had written to BDC requesting assurance from the planning department that the B1 Permission was for the previous tenant only and not for any future new tenant.

Barns at Over Hall – the site of the fire damaged barns had been fenced off and a safety notice installed. Some minor clearance work undertaken. Nothing further to report.

e) Planning White Paper – progress slow owing to Covid-19.

f) Babergh and Mid Suffolk Joint Local Plan – a representation had been submitted online noting statement 12.10 identifying the merits of the Dedham Vale AONB. The parish council hoped the AONB would be extended in the future to include BSM.

09/01/21 MAINTENANCE CONTRACTS

The contracts held with Gary Vaughan were due to expire on the 31st March 2021.

It was agreed not to put the current contracts out to tender on this occasion.

It was unanimously agreed to continue with Gary Vaughan for a further 3 years at the current contract price with a review at each March meeting until the next expiry date.

BDC has agreed an inflation rate increase on the parish met costs for Street Cleansing.

10/01/21 AUDIT AND FINANCE MATTERS

a) Internal Audit Review meeting held on 23rd November 2020 – Cllr McCrory, Cllr Pentney 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

Business Access A/C balance: £12,975.13

Community Account balance: £9,078.16 (when all cheques paid)

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

c) Bank reconciliation dated 18th January 2021 – circulated, noted and attached.

Corresponding bank statements - circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting.

d) A Neighbourhood CIL payment of £7,286.93 had been received for the parish in respect to Developer Contributions from the Cuckoo Hill development.

Suggestions for use of the CIL were put forward for consideration:

Gateway entrance signs – permissions to erect would be required from SCC Highways.

Sites to be established for approval.

VAS sign would be approximately £3,000 plus to purchase and install.

Cllr Fairbairn asked members to consider investing the CIL contribution towards a feasibility study to investigate installing permanent outside toilet provision at the Community Centre or the Football clubhouse. The Chairman raised concerns that permanent toilet provision would be an expensive investment. Cllr McCrory had followed up on this matter and did not consider outside toilet provision at the Community Centre as a feasible option. The Chairman asked Cllr Fairbairn to investigate costs for this initiative and present at the next meeting for consideration. Cllr Saer to liaise with Cllr Fairbairn on this. It was agreed not to proceed with any other options for use of the CIL contribution at this point.

Members were keen to purchase a moveable VAS. It was unanimously agreed to proceed and costs to be met through the available £1,000 project budget and the residual balance.

e) Confirmation of Parish precept, Band D and additional LCTS grant received and noted.

f) Letter of thanks from Bures Community Centre for the parish council contribution – noted.

Cllr Pentney left the meeting at this point.

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

12/01/21 REPORTS.

Assets Report: Cllr Jackson had circulated her report prior to the meeting. All assets in a satisfactory condition. Grit bins at St Edmunds Lane and Eves Orchard needed replenishing. Requests submitted to BDC.

Bures Hamlet PC: Cllr Monk had circulated her report prior to the meeting. Cllr Shackell elected as Chairman and Cllr Baker as Vice-chair. Speed Watch remained stepped down owing to lockdown restrictions. NE Parking Partnership to repaint the yellow line at Bridge Street. Flooding issues continuing to be followed up with ECC Highways. Volunteering initiative being followed up on when Covid-19 restrictions eased.

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Cemetery all in good order. Luxstone Stonemasons to commence a full risk assessment of all memorials when current Covid -19 restrictions eased. Cemetery fees for burials and ashes interments waived during this difficult time. Laurel hedging along St Edmunds Lane boundary to be reduced. An Extraordinary meeting to be held to discuss the quotations for improving vehicular access.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on the 14th January. Skateboard ramp refurbishment still ongoing with costs being investigated. Portaloo provision at the recreation ground agreed. Trampoline and fencing installed. Slabs to be laid at the side entrance. A Working Party had been appointed to consider paddleboarding and sale of refreshments at the recreation ground.

Community Centre: Cllr McCrory had circulated a report from the Community Centre Management Committee meeting of 13th January. Electrical survey to be completed during the school February half term. £3,320 had been raised via the recent appeal for funding support. Roof repairs completed. Noah's Ark continuing to run a full schedule but with half children numbers.

Rights of Way: Cllr Aries had circulated her report prior to the virtual meeting and this has been placed on the parish council website. Items of note – Quiet Lanes initiative underway. Damaged sign along track leading to Daisy's Wood had been replaced. All footpaths currently subject to heavy use with poor weather conditions resulting in deterioration of all surfaces. Access Team only able to provide a skeleton service to deal with priority issues.

Transport: Mary Turner had circulated her report on behalf of Bures Station Adopters. Some gardening tasks being done. The platform lights have been dimmed slightly. Ideas for a mural on the wall of the car park still being investigated. Virtual meetings being held with Greater Anglia and other station adopters.

Tree Warden: Ken Jackson had circulated his report prior to the virtual meeting. Concerns raised regarding overhanging tree branches along the Sudbury Road and Clicketts Hill. Mr Jackson progressing a tree planting plan for the parish and asked members to put forward trees which may warrant a TPO.

SALC: Cllr Fairbairn had attended the online area forum and minutes available on the SALC website. Scheduled to attend the next meeting on 4th March.

Primary School: The Chair of Governors reported that the school currently remains open for only the vulnerable children and children of Key Workers. The school held a 'Break the Rules Day' and raised £300 for Children in Need. Reports are placed on the parish council website.

Bures Common Trust: Gill Jackson, Secretary had circulated a report from the Trust's 9th AGM held on 17th December 2020. A 2020 BCLT Newsletter had been circulated to the list of supporters at the beginning of January. New information and noticeboard installed. Trading on the Common was fully discussed. As a non-profit organisation, providing permanent pitches and charging rent for them is against the Orders of the charity.

13/01/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Jackson noted on a pending NHP virtual meeting.

Cllr Fairbairn asked Cllr Monk to clarify BHPD decision to request Essex Parking Partnership to repaint the single yellow line at Bridge Street. She responded and offered clarification.

14/01/21 DATE OF NEXT MEETING

Thursday 18th March 2021 to be held either virtually or at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked 2021: Joint APM (TBC), AGM 20th May, 22nd July, 16th September, 18th November

The meeting closed at 9.45pm

Signed:

Chairman

Date