

Bures St Mary Parish Council
Minutes of the Meeting held 22nd May 2025 in the Garrad Room at Bures Community Centre.

Present: Cllr Jan Aries (in the chair), Cllrs Jones, Jackson, Fairbairn, McCrory, Norton. Cllr Finch (SCC) Cllr Welch (Bures Hamlet) and one member of the public.

1.05.25 Election of Chair Cllr Jones proposed and Cllr Jackson seconded that Cllr Aries continue as Chair for the year to May 2026. All present agree. Cllr Aries signed the Declaration of Acceptance of Office in the presence of Cllr Jackson acting as clerk.
Cllr Finch asked that the meeting recognise the hard work and dedication by Cllr Aries in her work as Chair of the council.

2.05.25 Apologies for Absence
Cllr Giles – health reasons. The meeting accepted his apologies.

3.05.25 Declarations of Interests & Dispensation Requests – none received

4.05.25 Election of Other Officers

Election of Vice-Chair Cllr Fairbairn proposed and Cllr Jones seconded that Cllr McCrory continue as Vice-chair. All present agreed.

Cemetery (3 + Current Chair)

Cllr Aries and Cllr McCrory represent Bures St Mary. Cllrs Manning, Chambers, Elder and Child represent Bures Hamlet.

Sportsground (3 + Current Chair)

Cllrs Jackson, Norton, Jones and Giles represent Bures St Mary with Cllrs Welch, Shackell and Keeble-Fox representing Bures Hamlet.

Community Centre (1) Cllr McCrory

SALC (1) Cllr Aries

Tree Warden (1) Ken Jackson to be asked whether he is willing to continue as Tree Warden.

Parish Rights of Way (1) Cllrs Fairbairn and McCrory agreed to share this responsibility.

Planning All councillors to serve on planning.

Other Responsibilities: Health & Wellbeing Cllr McCrory; **Legal** Cllr Aries; **Primary School** Cllr Fairbairn; **Emergency Co-ordinator (Clerk)** Cllr Jackson (to liaise with Jenny Wright) **First Aid Officer** Cllr McCrory; **Members for Highways & Parking Working Party** Cllrs Aries, Jackson and Jones.

5.05.25 Co-option of new members
The resident who has expressed an interest will be invited to join later in the year.

6.05.25 Minutes - Minutes of the Annual Parish Council Meeting of 20th March 2025 were approved and signed as a correct record.

7.05.25 Parish Council Matters

a. Update on Clerk vacancy for Bures Sportsground Committee and St Mary PC

Kevin Money withdrew from the position of clerk before signing his contract. The council is again without a clerk. Cllr Aries has been carrying out the duties of clerk for the last month and Cllr

Jackson agreed to take the minutes at meetings. It was suggested that the workload be shared between councillors. It was agreed to wait until the Autumn before deciding on the way forward.

b. Appointment of Mrs Jenny Wright as Locum RFO.

In the absence of a clerk a Responsible Financial Officer is still required. Former clerk, Jenny Wright is willing to serve as Locum RFO. All present expressed their appreciation to Mrs Wright for agreeing to take on this responsibility and agreed with her appointment.

c. Meeting date changes – JSG and PC.

BSMPC will continue to meet on the 4th Thursday of the month. Bures Joint Sportsground Committee has changed to meeting on a Monday evening. BHPC's November meeting will be held on Tuesday 18th November.

8.05.25 Public Forum

County Councillor, James Finch New cabinet role, Richard Rout, to lead on devolution and local government reform in Suffolk. All Suffolk's 45 libraries would remain open, see no change to opening hours and have new mobile libraries and computers as part of a plan to bring the service back into Suffolk County Council. Up to £4 million will be spent delivering free skills training to an extra 1,345 adults across Norfolk and Suffolk in 2025/26. Grass cutting is scheduled to start in May, with the grass verges alongside A and B roads across Suffolk being cut first and receiving two cuts each summer. Verges alongside smaller roads, such as the county's C and U class roads, will be cut once during the summer season. Glyphosate is currently used for weed treatment. 99% of children were offered a place on National Offer Day at one of their three preferred primary schools and 96% were offered a place at their first preference school. Suffolk County Council has serious concerns about proposed reforms to the Planning and Infrastructure Bill, as announced by government (Wednesday 23 April). This has potential for a significant impact on Suffolk's communities who are at the forefront of many NSIPs including solar farms, offshore energy and nuclear.

Babergh District Councillor, Isabelle Reece was not present at the meeting. A report for April had been circulated.

Bures Hamlet Parish Council Cllr Welch reported the ongoing problems of failure to comply with planning by the owner of part of the field off Colchester Road. Enforcement are involved. There was also a hole cut through the hedge into the Water Meadows by men acting for Barney Estates. Cllr Holland, Braintree DC, had expressed concern about the impact of Devolution on Braintree District finance. Bures Hamlet PC is continuing with the plan for yellow lines in Water Lane and Station Hill. This would be for an hour a day as currently the situation in The Paddocks. The much-wanted pedestrian crossing project is failing to progress but will continue to be pursued.

10.05.25 Police

a) Matters raised with Suffolk and Essex Community Policing Teams - PSPO update

Disappointment was expressed by the lack of progress with a Public Space Protection Order. This was promised by Peter Watson of Babergh District Council. Cllr Finch offered to take this matter up with Tim Passmore of Suffolk Police.

b) Police Connect Cllr Aries asked members whether they would like updates on policing matters. Those who wish to receive this information can sign up for emails from Police Connect. Updates are also available by following Sudbury and Haverhill Police on Facebook.

11.05.25 Highway Matters

a) St Edmunds Lane – surface water outside Pilgrim’s Rest – Cllr Finch will continue to press for a resolution to this long-standing problem.

b) Pothole on the B1508 Road bridge has been repaired

c) Joint Parishes Highways Working Party (Wormingford, Fordham etc) No further meetings to report. Joint working with Little Cornard PC on issues relating to the B1508 is expected to take place.

d) ANPR for B1508 More parishes have signed up to use the device which results in fewer visits to Bures. The next date for the camera is July 2025.

e) Pavement, Nayland Road The damage caused by a tree root has been repaired. The Fig tree to be reduced by Power Network as it is interfering with the overhead cables.

f) Traffic congestion – Monthly Market and Football Club No further problems have been reported.

g) Potholes on B1508 between Bevills E. and W. entrances have been repaired. Councillors asked that their thanks be conveyed to Melanie of SCC who has pressed for this to take place.

12.05.25 Matters arising which do not appear elsewhere on the agenda

a) Bus shelter – The application for funding to the District Council CIL fund was rejected. This was due to there having been a bus shelter on the site previously and no added benefit was being proposed. There was general dissatisfaction with this response. Enover has been asked whether a bus shelter would qualify for funding under their grant scheme. It would only be possible if the service was a council service rather than a commercial one. Further evidence to be sought and submitted if helpful. Suffolk On Board had offered 25% of the cost of the shelter if Babergh had provide CIL money. It is unclear whether this 25% would still be available. Chair to attend a SuffolkOnBoard meeting Friday 23rd May (tomorrow) to clarify the situation. The quote from Littlethorpe remains unchanged. No quotes were submitted from other companies.

A new position for the noticeboard was discussed. Cllr McCrory suggested that it be positioned next to the noticeboard currently on the wall of the Community Centre. Quotes for the work to be sought.

b) Management of SID Cllr Aries and a member of the CSW team moved the camera from Sudbury Road and it has been installed on Nayland Road by Cllr Norton. The camera will be moved round the three sites in Bures St Mary on rotation. The lead is now available but no data has been retrieved from the unit. It was agreed that the SID acts as a reminder and that the data had not proved particularly useful in the past.

c) Parish Contractors works list - Circulated (BPAP 2iv) The meeting agreed that clearance at the Sudbury Road layby be carried out if in the region of £100. Clearance of the bank on St Edmunds Lane may also need redoing as garden waste is again being added to the bank. Letters to be sent to residents.

Bin relocation The plan to move bins to Wharf Lane and the top of Cuckoo Hill is waiting for quotes to be received.

Commercial waste bins Residents are continuing to use the bins. It was agreed that no further action be taken unless this practice resulted in waste collected by contractors not being able to be left in the bins.

d) EV Plug-in application Babergh agreed to look at the proposed site behind the school at Claypits but no news has been received on this.

e) Joint Parish Council Magazine and bi-monthly snippets

The meeting at the church agreed that a survey be carried out to find out residents views of the Bures Magazine. The closing date has just passed. Information on the outcome will hopefully be shared at the Parish Council meeting in July. Cllr Fairbairn agreed to write a snippets page for the July magazine.

f) Bleed Control kits A training session was held in the school hall. Two cabinets have arrived and are awaiting installation- one in Bures Hamlet and one in Bures St Mary. Concern was expressed that a cabinet would not fit inside the old telephone kiosk alongside the defibrillator. Cllr McCrory agreed to check whether the kit would fit inside the defibrillator case. The BSM cabinet is due to be installed on the Football Clubhouse wall.

g) Progress on gov.uk domain No progress to report

h) Discharge of effluent into river under the road bridge Anglian Water and the Environment Agency carried out a repair as a matter of urgency.

i) Apple Tree Mews road signage request Residents have requested a sign and Babergh DC has agreed to pay for this. There are still ongoing disputes over the site. It is thought that the developer still owns part of the land.

j) New Councillor Training – Cllr Jones and Cllr Giles – April 2025 Cllr Jones reported this training to have had useful content but that it probably could have been provided on one evening rather than two.

13.05.25 Planning

a) Applications received and any decisions made since the previous planning committee meeting – list provided. Allens Cottage applications granted. Magpie Cottage awaiting a decision.

b) Applications received since the previous meeting requiring a response: DC/25/02147-TCA Works to trees in Cemetery. No objections raised

c) Chambers Bus Depot/Knowle House Full Planning Committee on 16/04/2025 agreed the latest plans. Work due to commence this Summer.

Central Stores The satellite dish is still on the building. A Noise Abatement Order has been issued to the business 'to abate the noise nuisance by whatever means they see fit' within 28 days by the 12th June. The current units make an unacceptable noise causing disturbance to the lives of neighbours.

14.05.25 Finance Matters

a) Finance & Budget monitoring report – circulated prior to the meeting was agreed

b) Bank reconciliation report and verifying bank statements – agreed and signed by the Chair and non-signatory member, Cllr McCrory.

c) Finance Reports from the Joint Sportsground Committee and Joint Cemetery Authority - received

d) Half-yearly precept payments to the Joint Cemetery Authority and the Joint Sportsground Committee - recorded

15.05.25 Audit

a) Findings of the Review of the Effectiveness of the system of Internal control 7.10.2024 no matters of note

b) Internal Auditor's report 2024/25 noted All in order, no matters raised

c) The Annual Governance Statement 2024/25 was proposed for acceptance by Cllr Jackson and seconded by Cllr Jones and agreed by all present.

d) The Annual Accounting Statement 2024/25 was proposed for acceptance by Cllr Fairbairn and seconded by Cllr McCrory and agreed by all present.

e) Policies reviewed and adopted:

Standing Orders (revised NALC model April 2025); Financial Regulations (revised NALC model April 2025); Data Protection & Information Management; Risk Assessments; Publication Scheme; Complaints Procedure; Equality & Diversity; Co-option; Health & Safety; Biodiversity were all adopted by the meeting.

16.05.25 Matters agreed and approved:

Appointment of Internal Auditor and Fees for 2025/2026 The meeting agreed that BB Associates be asked to act as Internal Auditors for 2025/6.

Date for Internal Audit Review Checklist October 2025. Date tbc. Jenny Wright to be asked to oversee.

Safeguarding Policy – DSL - Cllr Giles to be approached.

The Asset Register was circulated and agreed.

CIL Statement £3,428.60 allocated to the bus shelter project remains in the pot. Cllr Aries to check the date by which this must be spent.

Bures Neighbourhood Plan Currently with the District Councils for review.

Bures Parish Plan Trees identified by residents as part of the Neighbourhood Plan to have applications made for Tree Protection Orders. It was agreed that an appeal for a resident or group to carry out this work be made. It was also suggested that this should wait until the NP has been agreed.

17.05.25 Correspondence

The following correspondence was circulated for information or follow up:

Weekly Bures Primary School Report
Adoption of the BMSDC Joint Local Development Scheme – March 2025
Town & Parish Liaison Meetings – Devolution
Devolution Briefing from Suffolk County Council
All the latest from your National Landscape
Suffolk's Police and Crime Commissioner's Update May 2025
Town and Parish update from Babergh District Council - April & May 2025
Local Government Reorganisation - Town and Parish workshops and survey launch May 2025
Rural Services Network weekly news
Wilder Communities eNewsletter Spring 2025

Cllr McCrory added a Health Check event being arranged by Hardwicke House PPG.

18.05.25 Reports: Cllrs acknowledged receipt

- a) Asset report – 22nd May 2025 – Cllr Jackson
- b) Sportsground (BPAP 3 i) minutes circulated prior to the meeting
- c) Community Centre – minutes circulated
- d) Cemetery – Draft Minutes – March Meeting circulated
- e) Jubilee Grove/Transition Group Report (BPAP2ii) (circulated)
- f) Station Adopters (circulated)
- g) Rights of Way (BPAP 2 iv) – no report submitted
- h) Tree Warden (BPAP 2 i) – see planning applications and decisions
- i) Bures Common Land Trust (circulated)

19.05.25 Brief information & exchange for next agenda items

- BSMPC representatives for BH meeting on 14th July 2025 -Cllr Giles may need another volunteer.
- BH Representative for BSMPC meeting on 24th July 2025 -TBC

VJ Day 14th August. This is being recognised nationally on Friday 15th August. A village event is being planned. Details to follow.

20.05.25 Date of next meeting: Thursday 24th July 2025 to be held at Bures Community Centre, Nayland Road at 7.30pm
Future meeting dates: 25th September: 27th November 2025

The meeting closed at 9.24pm.

Jan Aries
Chair Bures St Mary Parish Council