

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 22<sup>nd</sup> September 2016 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs J McCrory, D Ambrose, T Fairbairn, J Aries, R Kemball, L Alston,  
L Parker (BDC), J Finch (ECC), 2 Members of the Public  
**In the Chair:** Cllr Jennie McCrory  
**Clerk:** Mrs Jenny Wright

**1/09/16 APOLOGIES**

Apologies received from Cllr G Jackson (work commitment) and Cllr G Crowley (personal commitment). Both apologies duly accepted.  
Apologies also received from Cllr B Wilson (BHPC).

**2/09/16 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

All Register of Interests updated and published on websites – noted.  
To receive any ‘pecuniary’ or ‘non-pecuniary’ interests and dispensation requests.  
Cllr Ambrose declared an interest in Agenda Item 7 (4).

**3/09/16 PUBLIC FORUM**

2 members of the public present but with no matters to raise.  
Cllr Parker agreed to put forward his District Councillor report during the Public Forum and noted the 3 minutes maximum for individual contributions.  
Cllr Parker reported on the agreed move of Babergh District Council Headquarters to Endeavour House in Ipswich. BDC to encourage residents to use the online tools for reporting. There was to be a review of BDC delivery of services.

**4/09/16 MINUTES**

Cllr Fairbairn asked for one amendment – 14/07/16 Primary School – Governing Body keen to promote school clubs and to encourage volunteer interest to run them.  
Minutes of the previous Parish Council Meeting of 21<sup>st</sup> July 2016 (previously circulated) were then duly approved and signed as a correct record.

**5/09/16 CO-OPTION OF PARISH COUNCILLOR**

After full consideration Tim Underwood had decided not to put forward his interest for the Casual Vacancy. Tony Waring had put forward his written interest and members duly agreed his co-option and welcomed him to join the table with the other members.  
Declaration of Acceptance of Office duly signed.

**It was agreed to bring forward Agenda Item 8 Highway Matters**

**8/09/16 HIGHWAY MATTERS**

Cllr Finch had circulated his County Councillor Summary Report and to be held on file.  
a) Safe crossing Bridge Street – the Clerk had circulated details of the original 2012 suggested crossing design along with the parish council’s letter of concerns at that time expressing that the proposed site was not considered the safest place for a crossing. The Chairman suggested a site meeting with Highways but Cllr Finch felt this unwarranted as the parish council’s position on the matter was still

unchanged. It was agreed the matter of a safe crossing point in the parish should be an item for consideration within the pending Community Plan.

- b) 30mph repositioning at Nayland Road – Cllr Finch confirmed that he was progressing the request for additional road markings.
- c) Parking issues at Cuckoo Hill – members agreed not to proceed with using the suggested text being placed on offending cars.
- d) Protection of entrance to cemetery - an informal agreement now in place with local residents to ease parking issues when burials are held.
- e) School kerb side drop off scheme – Cllr Finch noted on the scheme at Nayland which worked satisfactorily. He would check if it was legal for vehicles to stop on the yellow zig zags outside the school entrance. Cllr Fairbairn still progressing the matter with the HeadTeacher.

Other Highway matters for reporting:

- a) The Croft – Cllr Finch reported that the resurfacing was scheduled to commence on Monday 26<sup>th</sup> September. Letters to all residents outlining the proposed works had been issued by SCC. Cllr Ambrose thanked Cllr Finch for his input in progressing this long standing agenda item.
- b) B1508 speed limit change – Cllr Finch noted that the one objection received to the proposals was a constructive comment and had been recorded as such. The speed limit proposals would be discussed at the Highways Committee Meeting on 10<sup>th</sup> October.
- c) Hollow Lane resurfacing and flooding – large pothole repaired with some patching along the Lane. Highways Maintenance crews now instructed to repair all potholes if seen within the vicinity of their instructed work job.
- d) Various gully/drain repairs – 2 damaged drain covers reported at Nayland Road. Damaged kerb outside primary school reported. Road closure outside No. 6 Cuckoo Hill scheduled for 17<sup>th</sup> to 20<sup>th</sup> October. Cllr Finch agreed to follow up on clearance of debris on road from Utility works at Nayland Road.

## **6/09/16 POLICE**

All parish council communications now dealt with directly by PCSO Laura Mansell as the Parish and Town Council Police Liaison Officer.

Anti-social behaviour at Eves Orchard and problems with youth disturbance near the garages at Claypits Avenue both allocated to the Safer Neighbourhood Team patrol routes. The theft of fishing equipment from a property in Nayland Road had been reported. Details of the area A utumn Public Meetings staged by PCC Tim Passmore and Chief Constable Gareth Wilson advertised and circulated.

## **7/09/16 MATTERS ARISING FROM PREVIOUS MINUTES**

### **1) Pikes Marsh playarea:**

- a) Land transfer: Cllr Parker informed the members that Nick Elliott BDC had met with Persimmons on site to progress the land transfer documentation. All obligations by the developer had now been met and land adoption process to be actioned as a matter of priority. Cllr Parker required written confirmation from the parish council of its willingness to take over responsibility of the playarea when land transfer between BDC and developer completed. Confirmation was agreed.

- b) S106 contributions:** Nick Elliott BDC had laid out his reasons to the Clerk as to why the £5,000 had still not been released. Land required to be formally adopted by the parish council and the parish council to evidence a consultation with residents on preferred play equipment. Cllr Parker agreed to clarify with Nick Elliott as to how wide a parish consultation was required.
- c) Play equipment:** Costs for the 3 special play equipment pieces from the original agreed order with Playquip had been met. Playquip had kindly agreed storage free of charge. Remainder of order held on file until release of monies from BDC.
- d) Damaged gate:** Contractor had checked and gate working satisfactorily.
- e) Grass maintenance:** Open space areas being maintained by developer until land transferred to BDC. Parish Contractor to cut play area grass as and when needed.
- f) Waste collection:** Parish Contractor to empty waste bin as and when needed.
- 2) Ditch at Beaumont Close:** Persimmons had cleared the route through from the footpath at Beaumont Close across to the play area as per its agreed conditions of the Pikes Marsh planning application. Cllr Parker to clarify that all conditions now met. It was noted that no Residents Association had been formed for Pikes Marsh to date.
- 3) Grounds maintenance/Street cleansing:** The Clerk and the Parish Contractor had forwarded evaluation feedback forms to BDC on the Community Street Cleansing Scheme which had been well received in the parish. Trial scheme to continue until otherwise advised by BDC. The Clerk liaised weekly with Gary Vaughan on works required.
- 4) Assets of Community Value:** The nomination for the allotments at The Croft had been successful. However the landowner had requested BSMPC to investigate for the listing to be removed. BDC confirmed that the listing must remain but stressed it was a partial listing only and valid for 5 years. It was agreed the Clerk should write to the landowner expressing the member's appreciation of his valued generosity and support to the parish.
- 5) Joint Emergency Plan:** Tim Underwood had kindly agreed to process the plan forward with the Clerk's assistance. Both to meet with Emergency Planning Officers from the two District Councils to gain advice to finalise the current draft plan. The Clerk had updated the vulnerable Persons lists held at local level and at BDC. The Clerk was registered for Floodline Warnings.
- 6) Joint Neighbourhood Plan Options:** Following the NHP Options group meeting in July it had been agreed to propose to both parish councils that a Joint Community Plan be progressed rather than a NHP. All members present agreed to this proposal. Advertising to encourage volunteer interest was being circulated at the monthly markets on the Common.
- 7) War memorial:** it was agreed to obtain a quotation for the base wording to be repainted.
- 8) Land agreement at Sportsground and Community Woodland:** Following Mr Geoffrey Probert's request to formalise occupation of the land at the south east corner of the sportsground and the Community Woodland it was agreed that a Solicitor should be sought to act on the parish council's behalf. Solicitor for Bevill's Estate Trust currently drafting a formal long term lease to remove the two portions of land from agricultural use.
- 9) Bank House:** Following further tile fall from the roof of Bank House the matter had once again been referred to Building Control. Clerk to continue to follow up.
- 10) Swords Shop:** Rotten window sill still not repaired. The Clerk had been assured by the owner that the work was in hand.
- 11) Website:** The Clerk reported on the website changes and the need for a new website. It was agreed to move over to Essex Info and to reserve £50 towards future upkeep costs.
- 12) Community noticeboard:** A new Community noticeboard had been fixed on the Community Centre side wall. BSMPC agreed to meet the cost of £175 and to include on its Asset Register.

**13) Low water levels:** The Coracle Regatta had had to be cancelled owing to repairs to the automatic gate at Bures Mill not being completed in time. Work now completed and normal water level restored.

### **9/09/16 PLANNING**

All applications received and comments made – see attached list

Information on Babergh & Mid Suffolk District Councils Call for Sites for its new Joint Local Plan circulated and noted.

Geoff Davies owner of the workshop site at Cuckoo Hill had put forward an initiative to all Bures residents to have its own Care Home on the site. He was willing to donate the site along with a cash sum but was looking for financial backing and for interested parties to form a Community Interest Company to progress the initiative forward. All members agreed to support the initiative in principle and to agree a way forward with Geoff Davies.

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

### **10/09/16 FINANCE**

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

Bank reconciliation dated 8<sup>th</sup> September 2016 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Pensions Regulator Staging Date 1<sup>st</sup> February 2017 and Declaration of Compliance – noted.

2016/17 Insurance renewal with Came & Co. circulated and agreed.

Asset Register and Breakdown of Insured Assets circulated and agreed.

### **11/09/16 AUDIT MATTERS**

External Auditor's approval of 2015/16 Accounting Statements received with no matters arising. Completion of Audit documentation published.

Internal Audit Review to be held on 11<sup>th</sup> October – Cllr McCrory, Cllr Crowley, Clerk and Internal Auditor to attend.

### **12/09/16 CORRESPONDENCE**

SALC Public Services – Your views on service delivery in Suffolk – circulated for all members to complete online.

LAIS 1393 Precept Consultation – circulated and noted. Concern raised that the Government is considering precept restrictions for all parish councils however small.

Details circulated of the Local Council Award Scheme – Clerk to investigate the standards required for gaining a Foundation Award.

Town & Parish Council Newsletter No. 30, August 2016 – circulated with reference to Babergh & Mid Suffolk Electoral Reviews with the Local Boundary Commission.

Details of Launch of “105” telephone number for electricity network operators – circulate and advertised..

Summary report of the Suffolk Joint Emergency Planning Unit peer review – circulated.

Details of Annual Electoral Register Canvass 2016 – circulated and advertised.

LAIS 1392 Housing & Planning Act 2016: Neighbourhood Planning – circulated.

## **13/09/16 REPORTS**

**Assets Report:** Cllr Aries reported: All assets checked and satisfactory. Grit bins full ready for the winter.

**Bures Hamlet PC:** Cllr Wilson had given his apologies but had verbally reported to the Clerk on the following: Refuge to be installed by end of the year. ECC Passenger Transport Team had installed 2 bus shelters at Colchester Road. LHP request to install 2 bollards at Bridge Street agreed to be submitted. Parking issues at Bridge Street being addressed. BDC Call for Sites Consultation had ended and all submitted sites now to be evaluated. To follow up on a joint youth venture for the village.

**Cemetery:** Cllr Alston reported: Shed repaired and painted. Main drive surfacing completed. Precept to the parish councils to be increased for 2017/18.

**Sportsground:** Cllr Ambrose reported: The request for a dog tying up area had been refused but options still being investigated by the Primary School. Morphus X project delayed owing to manufacturing processing. Grant application submitted to BMF for funding towards the project.

**Community Centre:** Cllr McCrory reported: A new dishwasher had been installed. Two new caretakers had been hired and both working satisfactorily.

**Rights of Way:** Cllr Aries had circulated her report and to be held on file. Cllr Aries had walked all parish footpaths and a short report given on each. FP1 - more way markers needed. FP3 – small fallen tree with no footpath signage from the road. Byway 15 Dead Lane – constantly boggy. Majority of footpaths open and walkable.

**Transport:** No report.

**Tree Warden:** Notification had been received from BDC regarding pending works to the two silver birch trees at 5 Eves Orchard.

**SALC:** Nothing to report. New representative needed for follow up on SALC matters.

**Primary School:** Cllr Fairbairn reported: The new playing field at Nayland Road was an excellent facility for the school. New curriculum package with children seemingly much more focussed.

**Bures Common:** Cllr Ambrose reported: Planning permission for restoration of the barn had been granted. Funding and grants still being investigated.

**Transition:** No report.

## **14/09/16 ANY OTHER BUSINESS – items to note and for the next agenda**

Cllr Fairbairn requested an update on the Morphus X project. Clerk advised. Cllr Alston enquired whether a waste bin would be installed at the Community Woodland. Cllr Aries advised that all litter was being removed and therefore no waste bin required. Clerk following up on the request for a defibrillator demonstration session in the village.

## **15/09/16 DATES FOR FUTURE MEETINGS**

Next meeting: Parish Council Meeting - Thursday 24<sup>th</sup> November 2016 at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked: 2017: 19<sup>th</sup> January, 23<sup>rd</sup> March, 30<sup>th</sup> March (Joint APM), 18<sup>th</sup> May (AGM)

The meeting closed at 9.45pm

Signed: Parish Council Chair:

Date

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