

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 21<sup>st</sup> November 2019 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, J Aries, T Fairbairn, S Pentney, T Saer,  
K McAndrew (BHPC), Cllr M Barrett (BDC)  
**In the Chair:** Cllr Gill Jackson  
**Also Present:** Mrs J Wright (Clerk) plus 7 members of the public

**1/11/19 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Warren (personal), L Alston (unwell), J McCrory (Panto).  
Apologies accepted by those members present.  
Apologies also received from Cllr James Finch (SCC).

**2/11/19 VACANCY ON PARISH COUNCIL**

A vacancy has arisen owing to the recent resignation of Cllr J Brice effective from the 4<sup>th</sup> November 2019. The vacancy has been duly advertised.

**3/11/19 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
Cllr Saer declared an interest in Items 8 (c) Enforcement Case Knowle House and 10 (a) Parking issues.  
No Dispensation requests put forward.

**4/11/19 MINUTES**

Minutes of the Extraordinary Parish Council Meeting of 11<sup>th</sup> November 2019, (previously circulated) were approved and duly signed as a correct record subject to two amendments

- Minute reference 2/11E/19 to include 'Declarations at 4<sup>th</sup> November meeting stand'
- Minute reference 4/11/19 to add 'not' offered to cover shortfall.

**5/11/19 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 7 members of the public present with no matters raised.

County Cllr Finch's report had been circulated. In particular reference made to the following:

Suffolk's local authorities had secured an additional £760,000 of funding from the Warm Homes Fund to enable 204 first time central heating systems in eligible, fuel-poor households across Suffolk over the next 3 years. Fostering and Adoption sessions to continue during 2020.

District Cllr Barrett's report had been circulated. In particular reference made to the issues of parking and thefts from vehicles at Claypits Avenue and Tawneys Ride.

**It was agreed to move forward Items 10 (a) and 10 (b) to allow Cllr Barrett to give an input prior to her leaving the meeting as requested.**

### **10/11/19 (a)**

#### **Parking issues at Beaumont Close/Claypits Avenue**

Cllr Saer outlined the problems of parking and vehicle thefts. Cllr Barrett had requested BDC Officers to review parking at Claypits Avenue and Tawneys Ride as part of a wider review. It was hoped that additional parking spaces could be created to allow vehicles to be parked closer to resident's homes thus avoiding further parking infringement on BDC land. Dropped kerbs to be considered to allow access to properties. Cllr Barrett had also contacted the Suffolk PCC for his input on what action could be taken following the spate of thefts. The Chairman asked if Cllr Barrett could follow up on the Retail Working Parties' suggestion that the vacant garages at Tawneys Ride could be let out as business starter units. The Primary School was also needing to expand and hoped to make use of land to the rear of the school. Residents would be consulted. Cllr Barrett agreed to report back at the March meeting.

### **10/11/19 (b)**

#### **Pikes Marsh playarea**

Cllr Barrett had followed up on the pending land transfer from Babergh DC to the parish council. Peter Garratt, Public Realm Officer confirmed that the relevant documentation was in hand. The Chairman noted that once the transfer was complete the Sportsground Committee would manage the play area. Cllr Fairbairn questioned why the parish council wanted to take on the liability. The Chairman considered that the parish council would maintain the play area to a higher standard.

**At this point Cllr Barrett left the meeting.**

### **6/11/19 POLICE**

- a)** All police reports and police meeting dates circulated and available via the Suffolk Police website.
- b)** PC Abbott was gathering information to present Bures as a case for an Evidence Based Policing project. This would hopefully improve ASB in the village over 2020. Signage and CCTV had been suggested as good deterrents. The parish council following up on CCTV. A meeting arranged early December with I-HT with all interested parties invited to attend.
- c)** No other issues raised by members for following up by the Parish Liaison Officer and CPT.

### **7/11/19 HIGHWAY MATTERS**

- a)** SCC Highways Community Self Help Launch – volunteer Ken Jackson and the parish contractor had both received their SQA Signing, Lighting and Guarding certification. Works as per the signed Highways agreement could now be undertaken however any costs would be met by the parish council.
- b)** Footpath from Nayland Road to Pikes Marsh – the footpath remained under a 3 party ownership. Clerk continuing to investigate if all parties would be happy for the parish council to follow up on a proposal for SCC Highways to adopt the footpath and secure future maintenance and lighting. Matter still ongoing.
- c)** Request for bollard at St Mary's, High Street – a previous request made in 2017 had been refused due to the narrowness of the footpath. The Clerk had received a further request, however Cllr Finch remained unable to resolve the matter as the situation remained the same.

- d) C733 traffic calming measures – owing to current policy SCC Highways would not implement a lower speed restriction on countryside roads. The Clerk agreed to purchase some 20s plenty wheelie bin stickers to offer to residents for use at various suitable locations throughout the parish.
- e) SCC Passenger Transport timetables – Passenger Transport Team confirmed that Chambers and Konnect Bus Services update their own publicity. This would be monitored and if necessary Suffolkonboard would update the timetables at an agreed cost with the parish council.
- f) Potholes – pothole at St Edmunds Lane reported – Reference 00253880.

## 8/11/19 PLANNING

a) All applications received and comments made to date as per attached list.

b) Applications requiring consideration at this meeting:

**DC/19/04846** Baptist Church– erection of link extension, insertion of roof lights and alteration to front door and associated landscaping.

**DC/19/04847** Baptist Church – application for Listed Building consent.

Questions raised on Heritage and information of proposed works. A vote was taken to approve the applications. 4 in favour and 1 against. Approved.

**c) Other planning matters for reporting on:**

**Judicial Review:** Buxton Solicitors on behalf of BSMPC had submitted a Renewal Notice and Grounds dated 21<sup>st</sup> November for an Oral Hearing. The appointed Barrister for BSMPC to present to the Judge for an agreement for the JR to proceed to the next Stage. A Conditional Fee Agreement (CFA) being drawn up between BSMPC and Buxton Solicitors. A BSMPC Financial Statement witnessed by the RFO to be submitted to the Judge at the Oral Hearing. Kenn Butcher stated that the parish council could withdraw after the first stage if funds were not available. The Chairman responded that it would be difficult to do this if it was agreed that the case should go forward. KBB had several fundraising events in hand for early 2020. A discussion followed on costs and fundraising. £6,500 currently held in the BSMPC JR account. Members agreed early fundraising would be prudent.

**Land to rear of Cambridge Way:** A Public Consultation for the use of Brook Field Grove was scheduled to be held early 2020. All Key Stakeholders to be included in the Consultation.

**Garage site:** It was noted that the garage site had been removed from the Sales Auction Listing for the 11<sup>th</sup> December. The Joint Retail WP had considered the site ideal for re-development into retail outlets. The Chairman suggested contacting the owner to see what he considered was causing the delay to the development of the site.

**The following Enforcement Cases were reported on:**

**Enforcement Case 17/00321/COU** Knowle House (formerly Chambers Bus Yard) – a retrospective planning application had been submitted for change of use to Mixed Use of B1, B2, B8 uses (Employment and Residential). Objections raised by the parish council. BDC confirmed that it was waiting on further information from Amobox before a recommendation was put forward to the Planning Committee.

**Enforcement Case 18/00262/COU** Rainbow Field, Arger Fen Road – the Investigating Officer regularly visiting the site. Under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Ongoing.

**Barns at Over Hall** – the BDC Heritage and Design Officer was investigating whether the barns at Over Hall should be included on the Buildings at Risk Register. Further damage to the barns had arisen owing to the extreme wet weather. Clerk to inform the Officer.

## **9/11/19 BURES PARISH ACTION PLAN WORKING PARTIES**

**a) Highways & Parking:** The WP had resolved to concentrate on speeding, parking, signage and crossing points.

Parking issues - polite notices drawing attention to Rule 243 of the Highway Code being placed on offending vehicles at Water Lane. Clerk to investigate similar notices for the Cuckoo Hill junction.

Crossing point at primary school – a letter had been sent to the Headteacher requesting parents to be asked whether they value the crossing or whether the railings should be removed. Nothing further to report.

A crossing point at Colchester Road to be followed up again. Evidence of need to be obtained from pedestrians accessing the Millennium footbridge.

The parish council agreed to investigate the cost plus look at suitable verge sites for the proposed village entrance gates. Ongoing.

**b) Retail:** The WP had met in October and notes circulated to all members. It had been agreed to look at current retail and desired retail/empty properties. In particular the Post Office was recognised as an important asset. A real positive being the cash withdrawal facility. WP investigating use of Post Office as an unofficial tourist information point with the Post Master.

Difficulties had arisen in establishing current ownership of the deteriorating empty site of Bank House. However WP continuing to follow up. Second floor of Central Stores currently leased and occupied. Sworders Estate Agents leasing the ground floor and hoped to commence business in 2020.

**c) Street lighting:** Cllrs McCrory, Saer and Shackell to inspect all street lighting in the village and put forward suggestions for improvement in areas not considered well lit.

## **10/11/19 MATTERS ARISING FROM PREVIOUS MINUTES**

**a) Parking issues:** Discussed with Cllr Barrett following Agenda Item 5.

**b) Pikes Marsh play area:** Discussed with Cllr Barrett following Agenda Item 5.

**c) Speed Watch Scheme:** Cllr Aries reported that the BMF grant application had been unsuccessful. Therefore she had referred the matter of the scheme's start-up cost to the Suffolk PCC. Her request to share equipment with Essex continued to be followed up.

**d) Superfast Broadband:** Cllr Fairbairn had found a legal entity was required to put their name to paying if participants withdrew. No one was willing to do this so further progress was not possible.

**d) Walks leaflet:** Both BDC and SCC Councillor Award grant applications for printing costs had been successful. Final agreed design ready for printing. AONB had kindly offered to meet the costs and therefore the Clerk was arranging for a different but similar project to be approved for use of the grant funding. The proposed project to include a noticeboard showing 2 walks, map and QR code.

**e) Christmas Lights:** Poles and lights erected over 3 weekends during November. Letters had been sent out informing all residents of the lighting schedule. The timer at St Mary's Church to be set for the lights to go off at 11pm. Switch on and Fair to be held on 30<sup>th</sup> November. Cllr Jackson thanked the Team.

**f) Social Media:** Cllr Baker and the Clerk had attended a further Social Media course in October. Both keen to ensure all residents were well informed of how to access parish information and able to make use of the reporting tools available. Ideas being followed up. Cllr Aries noted that parishes were being encouraged to use webcasting at meetings to improve transparency. The Snippet page in the magazine was proving a worthwhile initiative.

**g) Member surgeries:** Member surgeries held at the monthly Bures Markets continued to be well received by residents. However they were weather dependant. Lanyards had been purchased for members to wear when attending the surgeries.

**h) Riverside information boards:** The grant application to the BMF had been unsuccessful. Spingold to print and install the 2 riverside boards with each parish council meeting 50% of the costs.

**i) Awards Evening:** The Chairman and Clerk had attended the CAS presentation ceremony at Stowmarket in September with Bures St Mary given the Suffolk Small Village of the Year 2019 Award. Details and photographs of the ceremony had been advertised in the press and on websites. The plaque to be displayed in the Community Centre Foyer.

**j) Local Council Award scheme:** The Clerk had downloaded the information to apply for the Foundation Award for the parish council. The Clerk confirmed that she had obtained the qualifying 12 CPD points. Cllr Fairbairn agreed to follow up on applying for the Award for both parish councils.

**k) Emergency Plan:** The Clerk had completed the updating of the plan and had submitted to Braintree and Babergh District Councils for approval. It was agreed the plan should be made available to residents if agreed by the District Councils.

**l) Parish contractor works:** Works list circulated to members. (Attached). Highway works training completed. PA1 weed spray certification in hand. Replacement grit spreader purchased on an agreed shared use basis with BHPC. 50% cost £65.42.

### **11/11/19 DRAFT BUDGET**

The Clerk presented the 3 year draft budget for 2020 – 2023. It was agreed to increase the Precept request to BDC by £2,000 to £30,435.00 for financial year end 2020/21.

The Chairman proposed a £400 one off compensation payment to the Clerk in respect of additional work in preparing for the JR. Unanimously agreed.

### **12/11/19 FINANCE**

Business Access A/C balance: £16,880.82

Community A/C balance: £9,871.83 (when all cheques paid)

- a)** Finance & Budget Monitoring Report – circulated, noted and attached.
- b)** Bank reconciliation dated 17<sup>th</sup> November 2019 – circulated, noted and attached. Corresponding bank statements - circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c)** CAS Direct Debit for the 2019/20 subscription agreed. 50% costs to be met by BHPC.
- d)** CIL payment of £2,314.38 had been received. The landing stage repair was put forward as a use for the contributions on the proviso that these costs are not met by the Environment Agency. The Clerk to follow up. It was agreed the landing stage should to be roped off and warning notices erected for the safety of members of the public.

### **13/11/19 AUDIT MATTERS**

- a)** Internal Audit Review meeting held on 28<sup>th</sup> October – Cllr Pentney, Cllr McCrory, Clerk and Internal Auditor in attendance. Notes from the meeting circulated to all members.
- b)** Internal Auditor agreed to review the Financial & Operational Risk Assessment.
- c)** Asset Register updated, circulated and agreed.
- d)** The Clerk had received notification of the The Pensions Regulator re-enrolment and re-declaration date. Assistant Clerk to be enrolled with The Pensions Regulator.

## **14/11/19 DRAFT POLICIES**

- a) Donations & Grants – reviewed and agreed.
- b) Social Media – deferred to next meeting.
- c) Data Protection & Information Management – deferred to next meeting.  
ICO Factsheet on use of personal email addresses and devices – circulated and noted.
- d) Accessibility Statement for Website – deferred to next meeting.

## **15/11/19 CORRESPONDENCE**

All the following correspondence has been circulated for information and follow up:

Suffolk Parish Engagement Event – Cllr Aries and Clerk attended – Workshop Summary Report circulated.

SALC Annual Conference ‘Shaping Suffolk’ – Cllr Jackson and Aries attended. Cllr Aries put forward a report. The aim of the event being for District Councils to improve engagement with all stakeholders throughout the planning application process.

UK Parliamentary Elections – 12<sup>th</sup> December 2019 duly advertised

SLCC National Conference – Friends of the Earth 20 Actions for parish councils

Insurers Came & Company – report on acquisition by the Gallagher Group

Information on Suffolk Police partner funded PCSOs

Briefing for parish and town councils on the Suffolk Electoral Review Briefing update on BDC proposals to change name to South Suffolk Council.

**Cllr Fairbairn left the meeting at this point.**

## **16/11/19 REPORTS.**

**Assets Report:** Cllr Saer reported all assets in a satisfactory condition. Grit bin at Eves Orchard needed topping up.

**Bures Hamlet PC:** Cllr McAndrew reported: Pavement at the Eight Bells PH repaired under the County Members Led Footways Initiative. Evidence of need to be gained for a crossing point at Colchester Road. CCTV issues ongoing. Issues at station regarding carpark charges, signage and lighting being followed up with Greater Anglia.

**Cemetery:** Cllr Aries reported: Clerk and Cllr Aries in the process of creating an inventory of all headstones in the cemetery with a view to instructing a local stonemason to proceed with a rolling 5 year annual stability inspection programme. Engraving of the memorial to the late G Gullen remained outstanding. Clerk liaising with all parties for engraving and refix to be completed. 15 lime trees had been pruned.

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

**Sportsground:** Cllr Jackson reported: BSMPC to agree the draft contract drawn up for the Assistant Clerk to the Sportsground Committee. Agreed and contract duly signed by the Chairman. Grants and use of S106 Contributions being sought to fence the main playarea and for further inclusive play equipment. Pickleball box to hold spare play equipment installed. Installation of CCTV at 3 locations at the sportsground being investigated. This project would need to be supported by the Community Centre, Football and Cricket Clubs.

**Community Centre:** Cllr McCrory had circulated the minutes of the Committee meeting of 13<sup>th</sup> November. Next meeting 15<sup>th</sup> January 2020.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting. Items for noting: Bevills Estate kindly maintaining the permissive paths at the Rookery, Tawneys Ride and Clicketts Hill. SCC draft ROW Improvement Plan outlining ways to improve the country's network of ROW. Cllr Aries had submitted comments including the hope that more safe connections and corridors could be established between existing routes.

**Transport:** Report had been circulated. New lighting on the platform creating issues for nearby residents. Complaints being followed up with Greater Anglia. Bures Station Adopters had won an award for Best Local Group. History board installed. Discussions in hand for improving the carpark wall e.g. painting of a mural or a 'green wall' of plants. Station Adopters to consult residents for views before embarking on a project.

**Tree Warden:** Nothing to report.

**SALC:** Babergh Area Forum, 2<sup>nd</sup> December at the Ansel Centre, Hadleigh at 7pm.

**Primary School:** The Chair of Governors had circulated the Governor's Annual Statement and Impact Report for School Year 2018/19. One of the Key Focuses being to ensure that the children are happy and safe in school and make at least good progress.

**Bures Common Trust:** Cllr Jackson had circulated the minutes of the AGM and BCLT meeting of 17<sup>th</sup> October. Items for noting – proposal to name the Barn as The Dennis Ambrose Barn. Howe's Fish Van serving on Monday evenings at the Common entrance. Available S106 Contributions to be set against a history and information board.

#### **17/11/19 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Clerk to advertise 'Friends of the Earth' information and include on next agenda.

Concerns raised regarding increased use of private CCTV in the parish.

#### **18/11/19 DATE OF NEXT MEETING**

Parish Council Meeting: Thursday 16<sup>th</sup> January 2020 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates agreed for 2020: 19<sup>th</sup> March, APM 23<sup>rd</sup> March, AGM 21<sup>st</sup> May, 23<sup>rd</sup> July

The meeting closed at 9.50pm

Signed:

Chairman

Date