

**Minutes of Bures St Mary Parish Council Meeting  
Thursday 23<sup>rd</sup> March 2017 at the Garrad Room,  
Bures Community Centre, Nayland Road**

**Present:** Cllrs G Jackson, T Fairbairn, J Aries, D Ambrose, R Kemball,  
J McCrory, M Welch (BHPC), L Parker (BDC)  
**In the Chair:** Cllr Gill Jackson  
**Clerk:** Mrs Jenny Wright  
**Also Present:** Mr Tim Underwood (Emergency Plan Co-ordinator)

**1/03/17 APOLOGIES**

Apologies received from Cllr Waring (work commitment), Cllr Alston (personal commitment), Cllr Crowley (personal commitment). All apologies duly accepted.

Apologies also received from County Cllr James Finch.

The Chairman advised that Cllr Crowley had tendered his resignation immediately prior to the meeting and would submit a formal letter of resignation in due course.

**2/03/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
None declared.

**3/03/17 PUBLIC FORUM**

No questions or comments put forward.

**4/03/17 MINUTES**

Cllr Aries apologised that she had mistakenly reported under Item 6 (e) that St Edmunds Lane was a public footpath when it was actually a recommended circular walk. This amendment was accepted and the minutes of the previous Parish Council Meeting of 19<sup>th</sup> January 2017 (previously circulated) were duly approved and signed as a correct record.

**5/03/17 POLICE**

All police reports and police meeting dates circulated and noted.

Items reported to PCSO Laura Mansell: Laura requested that all unsociable driving through the village be reported plus number plates for logging and monitoring. Several local van and land rover thefts reported. Also theft of eggs and money box from the stall at Fysh House reported.

**6/03/17 HIGHWAY MATTERS**

- a) **School crossing** - Cllr Finch confirmed that it had been agreed to mark the crossing in a high visual colour and a Works Order currently in hand. Cllr Fairbairn remained concerned that Cllr Finch had not confirmed whether it was considered an unsafe practice for a teacher to direct children across the road. Other members considered that validation of Health and Safety issues was the responsibility of the Primary School.
- b) **B1508 speed limit change** – restrictions now implemented. It appeared that the majority of drivers were abiding by the new speed limit. It was agreed to request for regular police speed checks in various locations along the B1508.

- c) **St Edmunds Lane traffic dangers** – the Highways Manager had confirmed that a sign showing the road is unsuitable for lorries would be provided. No other signs would be progressed as it was SCC policy to reduce signage in the countryside. Members were fully in agreement with this policy.
- d) **Road bridge footway surfacing** – the Clerk had reported to SCC and confirmation received that the surfacing would be inspected.
- e) **Roadbridge maintenance works 2018** – Suffolk Highways had given notification of planned major maintenance works to the road bridge for 2018 entailing a necessary 6 week road closure. The Clerk had forwarded dates of local events to assist with the Highways scheduling.
- f) **Bollards at High Street** – the Highways Manager had confirmed that one bollard opposite The Croft entrance had been approved but that owing to lack of pavement width he could not agree to the request for a bollard outside St Mary's. The parish council asked that the Clerk write and confirm that both bollards were necessary.
- g) **Overgrown hedges** – Cllr Ambrose had kindly cut back the overgrowth along St Edmunds Lane and Bures Green. UK Power Networks to cut electricity supply to properties in St Edmunds Lane on 4<sup>th</sup> April to allow necessary high hedge cutting work to be completed.
- h) **Works at Hollow Lane** – the 1 day traffic closure notification had been extended to 2 days to clear dangerous amounts of mud from the road. Cllr Ambrose considered this to be excessive, unnecessary and costly considering the works completed. It was agreed to note the parish council's disappointment to the works and raise with the County Councillor on his return to office. It was also agreed to request clearance work at St Edmunds Lane and report the drain blockage near Corn Hall.

## **7/03/17 MATTERS ARISING FROM PREVIOUS MINUTES**

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

- a) Land transfer: Still waiting on Babergh District Council to action.
- b) Access route and ditch maintenance: Peter Garrett, BDC Public Realm was in agreement in principle to re-route the access across the ditch with a footbridge approximately half way up in line with the entrance into the play area. Cllr Parker agreed to follow up on whose responsibility to action the work and meet the costs. Members agreed for the Clerk to instruct Gary Vaughan to clear the ditch debris and complete a first grass cut and tidy at Beaumont Close area.
- c) S106 contributions: A consultation questionnaire on preferences for play equipment had been actioned as required. A breakdown of the survey completed and forwarded to Nick Elliott, BDC. Still waiting on release of £5,000 S106 contributions.
- d) Play equipment: Playquip continuing with storage free of charge for the 3 special play equipment pieces from the original agreed order. Remainder of order held on file until release of monies from BDC.

**2) Bank House:** At the request of the owner members of the parish council met on site to discuss his proposals for restoring the building. The owner also asked the parish council to consider re-siting the bus stop immediately outside the property. Although an unmarked stop it was deemed official and SCC was unable to offer a more suitable location. Members continued to raise their concerns on the structural safety of the building and of works which appeared to have been done without listed building consent. Cllr Parker would continue to address all issues with BDC on behalf of the parish council.

**3) Swords shop front:** The owner had offered his sincere apologies to the parish council for the continued delay in making good the shop front. He accepted that it was now in urgent need of repair and would ensure the work was carried out before the summer.

**4) Silver Birch trees at Eves Orchard:** The parish council continued to give its support for the 2 silver birch trees to be removed. However the Housing Ombudsman had considered in favour of BDC that no maladministration had taken place and as such the Officers felt it inappropriate to undertake removal of the trees. Cllr Parker agreed to continue addressing the matter with BDC on behalf of the parish council and the tenant.

**5) Wheelie bin 30mph sticker scheme:** The Clerk was in receipt of the wheelie bin stickers with advertising of the scheme in hand.

**6) War memorial:** Clerk was waiting on receipt of 3 quotations from local stonemasons to clean the memorial and repair the lettering at base. Quotations also being obtained to repair the wall edges and paint the railings. The laurels had been cut back and area cleared of debris. Bures PCC agreed to place suitably bedded tubs either side of the memorial.

**7) Land agreement at Sportsground & Community Woodland:** Bevill's Estate Trust currently drafting a formal long term lease to remove the two portions of land from agricultural use.

**8) Assets of Community Value:** Chairman continuing to progress an ACV for the Three Horseshoes PH with the owner's consent. Supporting statements still required from CAMRA and Team Tree to move the application forward. Ken Jackson had attended an event Pub is the Hub.

**9) Joint Emergency Plan:** Tim Underwood reported that he had attended the Emergency Planning AGM on the 17<sup>th</sup> February to which both Babergh District Council and Braintree District Council were represented. He noted that only 10% of parishes in Suffolk have an Emergency Plan. Bures Joint Emergency Plan still needed to be activated. Some modifications still required before presenting to the parish council for approval.

**10) Grounds maintenance:** Details of Babergh District Council's evaluation of the trial scheme circulated to all members. All responses for the district were positive however an appraisal of the Public Realm and Countryside service area was currently being taken and the decision of the Community Caretaker Scheme had been put on hold. BDC Officers advised that those parishes already working within the scheme, St Mary being one, should continue until further notification is received. Members agreed the following works: Waste bins to be cleaned quarterly. Noticeboard and bus shelter to be cleaned bi-monthly. Clerk to instruct Gary Vaughan.

### **8/03/17 JOINT PARISH PLAN**

The community event held on the 27<sup>th</sup> February had been extremely successful with approximately 100 residents attending. A list of priority needs and aspirations for the village had since been drawn up. Next meeting for Core Group and Volunteers scheduled for 21<sup>st</sup> March to discuss production and distribution of a questionnaire to all residents.

Cllr Jackson recognised the efforts of Mary Turner as leaflet co-ordinator and hoped that with encouragement she would continue as co-ordinator for the delivery of the questionnaires. The role of the RCCE for NHPs and Parish Plans had been put out to tender and Cllr Fairbairn had kindly submitted a letter of support to retain Jan Stobart in her role.

### **9/03/17 OPEN SPACE, PLAY & OUTDOOR RECREATIONAL SURVEY**

An assessment of open spaces across Babergh and Mid Suffolk was being undertaken by Public Realm. The study will be used by the District Councils as part of the evidence base for its new Joint Local Plan. The Chairman, Cllr Aries and the Clerk agreed to meet and submit an assessment for Bures St Mary.

### **10/03/17 PLANNING**

All applications received and comments made – see attached list.

Cllr Parker reported on the 'Calling In' procedure for planning applications. He advised that 93% of all application decisions were made by a Delegated Officer. Remainder being taken to full Planning Committee which included any contentious applications 'Called In' by a District Councillor.

Key points of the Government Housing White Paper plans to reform the housing market – circulated and noted.

### **11/03/17 FINANCE**

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

Bank reconciliation dated 11<sup>th</sup> March 2017 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached.

Following the resignation of Cllr Crowley a further bank signatory was required. Cllr Jan Aries agreed and the Clerk would follow up on the Bank Mandate Change.

Cllr Rachel Kemball agreed to replace Cllr Crowley on the Audit Review Group.

Parish Council Tax Band D - £64.65 (-0.71%) – circulated and noted.

Section 137 for 2017-18 is £7.57 (2% increase) – noted.

The Pensions Regulator Staging Date of 1<sup>st</sup> February 2017 and Clerk's completion of Legal Duties duly noted.

Registration of BSMPC with the Information Commissioner's Office and documentation received and held on file – duly noted.

Details of the PWLB loan Street Lighting loan was circulated and noted.

The Community Action Suffolk Membership had been renewed – currently free of charge.

### **12/03/17 DONATION REQUESTS**

Requests for consideration had been received from: Marie Curie, Fresh Start New Beginnings, EAAA, SARS, Bures PCC.

The following donations were agreed: £200 Bures PCC for parish magazine costs, EAAA £100, Marie Curie £50, Fresh Start New Beginnings £50, SARS £50.

### **13/03/17 CORRESPONDENCE**

- a) Legal Update No. 1 February 2017 – circulated – this included details of the Equality Act 2010 and the need for an Equality Policy. It was agreed to adopt a policy for Equality and Equal Opportunities. Clerk to draft for agreement.
- b) Details of the Colchester Mayor's Charity Walk circulated – to leave from Nayland Road carpark. Following Cllr Aries' concerns of excessive dog fouling in that area an extra dog waste bin had been installed near Bures Mill and she was kindly monitoring and clearing dog faeces as necessary.
- c) The annual parish litter pick had been advertised for Saturday 1<sup>st</sup> April from 10 -12 noon.
- d) Details of the GR33 Morelock Speed Feedback sign had been circulated but agreed not to follow up on.

The following correspondence had been circulated and noted:

Planning Conference at Mildenhall on 2<sup>nd</sup> March.

Details of Babergh & MidSuffolk District Councils Local Access Points. Cllr Parker advised that Hadleigh offices would be closed with no drop in access. Nearest local access point to be Sudbury Town Hall.

Details of Tesco's Local Community Grant Scheme for green spaces.

Information on the SCC Report a Flood in Suffolk webpage.

## 14/03/17 REPORTS

**Assets Report:** Cllr Kemball reported: All assets checked and satisfactory.

**Bures Hamlet PC:** Cllr Welch reported: Pedestrian safety island and 2 new drains installed at Colchester Road. Footway along Bridge Street to be resurfaced. E54 railway crossing at The Paddocks listed to be closed by Network Rail. BHPC objecting. Mount Bures damaged sign repaired. Work on the old Swan PH underway.

**Cemetery:** Cllr McCrory reported: Site meeting with builders to discuss Party Wall agreement owing to the gradual deterioration of front entrance wall. Skip area screened. 2 trees at top of main drive continuing to be monitored. Contractor Jack Brown's contract to be renewed until 31<sup>st</sup> March 2019. 2 headstones to be made safe. Members had considered the need for a scattering of ashes section but it was agreed not to follow up on this.

**Sportsground:** Cllr Welch reported: Morphus Project continuing to be delayed by the manufacturers. Members had agreed to request reimbursement of deposit and cancellation of the project if no imminent installation date confirmed. Clerk to discuss matter with the Princes Trust. Cycle racks not being followed up unless definite need established.

**Community Centre:** Cllr McCrory reported: Community Centre insurance to cover the costs of the recent roof damage. Main hall floor to be re-sanded and polished. The new soundproof curtains had not been successful. The excessive signage throughout the building had been removed. Noah's Ark holding an afterschool club until 5pm. Stacking trolleys had been purchased to store chairs for use in individual rooms. Health and safety issues on the trolleys still being assessed.

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

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting. Replacement way markers and fingerposts had been reported to the SCC ROW office for action. Cllr Aries had met with the Area ROW Officer to look at FP1 with a view to being reinstated. However this was deemed too costly a process and highly unlikely to gain County funding for the work.

**Transport:** The Station Adopters report had been circulated.

**Tree Warden:** Ken Jackson had circulated his report prior to the meeting. He reported on the recent Mid Suffolk and Babergh Tree Warden group meeting which he had attended. The willow tree along Sudbury Road had been pollarded and SCC confirmed that it no longer posed a risk to the highway.

**SALC:** New representative needed for follow up on SALC matters. Annual training programme and Area meeting dates circulated to all members.

**Primary School:** Cllr Fairbairn reported: Head Teacher had recently resigned. Interim Head in place for the summer term. Interviews in hand with 3 applicants for the position. Cllr Fairbairn as Head of Governors advised that school budgets were becoming increasingly more difficult to manage. He had spoken with SALC and it had been suggested that if the primary school had a specific need for funding then its Legal Department would investigate if those costs could be supported by the parish council. Legislation states Education is a function specifically bestowed on the LEA and a parish council cannot fund.

**Bures Common:** Cllr Ambrose reported: Restoration of the barn was now a community project with local craftsmen willing to carry out the necessary work to make the barn safe and useable. All costs to date had been met by the volunteers. Grass cutting contract agreed.

### **15/03/17 DATES FOR REPRESENTATIVES AT BHPC MEETINGS**

The following representatives were agreed:

Cllr Fairbairn - 15<sup>th</sup> May, Cllr McCrory – 17<sup>th</sup> July, Cllr Waring – 18<sup>th</sup> September,  
Cllr Alston – 20<sup>th</sup> November, Cllr Aries – 15<sup>th</sup> January 2018

### **16/03/17 ANY OTHER BUSINESS – items to note and for the next agenda**

Cllr Fairbairn asked the members to consider in principle to funding a specified item for the primary school. Agreed to be an agenda item for the next meeting.

### **17/03/17 DATES FOR FUTURE MEETINGS**

Joint Annual Parish Meeting – Thursday 30<sup>th</sup> March 2017 – to be held at The Garrard Room, Bures Community Centre at 7.30pm.

Future dates booked 2017/18: 18<sup>th</sup> May (AGM), 20<sup>th</sup> July, 21<sup>st</sup> September,  
23<sup>rd</sup> November 2017, 18<sup>th</sup> January 2018

The meeting closed at 9.45pm

Signed:

Parish Council Chair:

Date

