

Minutes of Bures Hamlet Annual Parish Council Meeting held on Monday, 17th May 2021 at 7.30pm

Present: Cllrs M Baker, C. Ellis, K McAndrew, R Shackell, M Welch,
G Jackson (BSMPC), J Aries (Parish ROW Officer), Cllr P Schwier (ECC)

In the Chair: Cllr R Shackell

Also Present: Mrs J Wright (Clerk),
Mrs C Holbrook (Internal Auditor) plus 1 member of the public

01/05/21 ELECTION OF CHAIRMAN

It was resolved that Cllr Shackell be elected as Chairman.
The Declaration of Acceptance of Office was duly signed.

02/05/21 APOLOGIES FOR ABSENCE

Apologies received from Cllr Monk (on holiday), Cllr Raymond (unwell).
Apologies accepted by those present. Apologies also received from Cllr W Scattergood (BDC).

03/05/21 ELECTION OF OTHER OFFICERS

Cllr Baker was nominated as Vice-chair and duly accepted.

Cemetery Authority: Cllrs Baker, Ellis and McAndrew

Sportsground Committee: Cllrs Monk, Raymond, Shackell and Welch

Community Centre: Cllrs Baker and Monk to attend along with the Clerk on rotation of meetings during the year

Tree Warden: Cllr Baker

Parish Rights of Way: Mrs Jan Aries

Planning: All members

EALC & BALC: Chairman and Clerk

Appointment of other responsibilities:

Transport: Cllr Welch, First Aid: Cllr Welch, Emergency Co-ordinator: Clerk

Joint Working Parties:

Highways, Parking and Street Lighting: Cllr Baker and Cllr Shackell

Retail: Cllr Ellis

04/05/21 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
No interests declared and no dispensation requests put forward.

05/05/21 MINUTES

Minutes of the Parish Council Meeting of 15th March 2021 (previously circulated) were duly approved and signed as a correct record.

Minutes of the Bures Annual Parish Meeting of 26th April 2021 were received and noted (to be duly signed at the next APM 2022).

06/05/21 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

County Councillor: Cllr Schwier, recently elected Essex County Councillor for the Hedingham Division introduced himself to members and reported on the following: He currently stands on the BDC Planning and Licensing Committees. Cllr Bentley has taken over as Leader of ECC. Cllr Schwier to be Deputy Cabinet Lead on Climate Change.

He noted the Chairman's concerns regarding difficulties for parish councils to liaise with Highways Department staff. However he advised the Reporting Tool should be used in the first instance. Concern also raised regarding the removal of the Mount Bures junction request from the LHP Agenda. Cllr Schwier advised that increased funding is being allocated to the LHP.

Cllr Schwier left the meeting at this point.

District Councillor: Cllr Scattergood not in attendance to offer a report.

Public Forum: One member of the public in attendance. Thanks expressed to the volunteers and in particular to Cllr Baker for sweeping the Colchester Road pavements of debris from the recent road surfacing. A request was made for the bend sign at Colchester Road to be more visible and clear of vegetation plus the hedge to be trimmed. Chairman confirmed these matters currently being followed up. Cllr Aries advised that BDC has confirmed that the refurbishment of the barns at Ferriers Farm did not require planning permission.

07/05/21 HIGHWAY MATTERS

a) Review of parking restrictions at Bridge Street: The Chairman and Clerk have met with residents at Bridge Street and joined in a virtual meeting with the NEPP Operations Manager to discuss options (notes of meeting circulated to all members). NEPP has been asked to refresh the faded line and NEPP Officers visit the parish to enforce current restrictions. The Chairman asked members to consider submitting an application to NEPP for 2 parking bays with a waiting time of 20 minutes plus no return within 40 minutes to be installed as an indication to 'Stop, Shop, Go'. Application could take up to 18 months to be implemented and all applications are considered by NEPP annually in October. Some members raised concern that any parking alongside the narrow pavement is dangerous and creates visual issues. Concern also raised regarding the backup of waiting through traffic at each end of Bridge Street. However it was noted that the current building works were temporary and this issue would resolve in time. Some members considered that no parking increased vehicle speed. Members voted and agreed to proceed with the application as proposed.

b) Road surfacing and repairs: Some repairs to the potholes in Bridge Street completed. Colchester Road has been resurfaced. Request to be submitted for Bridge Street to be resurfaced.

c) Flooding issues:

- 1) Colchester Road/Bridge Street – the Clerk has been forwarding photographic evidence as and when flash flooding occurs in an attempt to raise the Surface Water Alleviation Scheme (SWAS) to the top of Highways scheme list. Gullies to be cleared of chippings following the recent resurfacing.
- 2) Water Lane brook – following advice from ECC Watercourse Regulation Officer it had been agreed that volunteers should be sought to proceed with the clearance of the built up silt in the brook. A safety assessment to be followed up in the summer when Covid-19 restrictions eased.
- 3) Mount Bures junction and Colne Road – Mount Bures junction flooding issue appears to be the responsibility of the landowner. ECC aware and investigating. Cllr Baker considered that a blocked pipe under the highway may be restricting the water flow just before the bend at the top of Colne Road. Reported to ECC Highways for investigation.

d) Local Highway Panel (LHP) requests:

- 1) Incremental warnings at Colchester Road: Following the recent resurfacing Highways has installed chevron markings and 30mph roundels along the approach into the village. Members considered this to be extremely satisfactory and no further traffic calming required.
- 2) Bus stop at Mount Bures junction – still waiting on design to determine if the gradient is appropriate for the provision of a hard standing.
- 3) Provision of 2 bollards to protect a fire hydrant at Colchester Road transferred to the 2021/22 programme of works. Prioritised.
- 4) Grit bin - request submitted for a grit bin at Colne Road.

08/05/21 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting: None requiring consideration.
- c) **Other planning matters reported on:**

Vacant garage site: Clerk had contacted the site agent to press for the hoarding to be erected for reasons of dangerous structures and contamination on the site. Site remains unsold at auction and agent confirmed a further auction bid was imminent. Members agreed the Clerk should write to BDC Building Control for support in making the site safe and secure.

Land to rear of Cambridge Way: Cllr Scattergood continuing to support the village for an alternative use of the land. The parish council remained supportive to proposals for the land to become a community woodland open space managed under Bures Common Land Trust and Bures Transition Group on behalf of the village. Both parish councils to prepare a joint letter of support to encourage BDC to progress the initiative.

Cuckoo Hill site: BSMPC has strongly objected to Application No. DC/21/00745 and asked for 3 outstanding conditions - contamination, drainage and access to be met prior to approval. Babergh District Council planning portal not reflecting all received correspondence. Clerk following up. 3 further applications DC/21/02400/01/02 received referring to Discharge of Conditions for DC/19/01422 - Condition 7 (Land Contamination Remediation). BSMPC to respond to BDC by 1st June.

d) Bures Joint NHP: A proposal to commence the process for a Bures Joint NHP has been discussed with RCCE. A Working Party would need to be set up. Members agreed to proceed with an application to designate the NHP area. Area to comprise of both parishes and the lead LPA to be Braintree District Council. Grants to be administered by BDC via BHPC.

09/05/21 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED

- a) **P3 Scheme:** Cllr Aries and the Clerk had held a virtual meeting with Shirley Anglin ECC PRoW and Localism Officer to follow up on the P3 Scheme initiative for BH. Cllr Aries has drawn up a list of suggested footpaths to be covered by the Service Level agreement and circulated to all members for agreement. Members agreed to proceed. Clerk to follow up.
- b) **BH Speed Watch:** Cllr Aries reported that Speed Watch teams had been able to recommence from the end of March. However the speed gun was currently out of action and she was waiting on Essex Police to repair. It was agreed to follow up on the need to purchase a replacement gun at the next meeting.
- c) **Police Community Engagement event:** Clerk following up with Essex Police for a community engagement event to be held at Bures Common over the summer.
- d) **Volunteering initiatives:** A group of volunteers working under safe Covid-19 risk assessments had laid woodchippings on muddy footpaths and more recently swept the pavements at Colchester Road following the recent road surfacing. It was agreed to investigate other ground maintenance items for volunteers to take on in the parish.

- e) Eastlight Housing:** The Estate manager has agreed to meet with the Clerk to look at a way forward to ease housing tenant issues.
- f) Bramford - Twinstead Pylon Consultation:** Information from the Planning Inspectorate regarding the application by National Grid for an Order granting development consent for the Bramford to Twinstead overhead line project has been circulated to all members. MPs from both ECC and SCC urged parish councils to respond. BSMPC has written in support for undergrounding. BHPC has not offered a response to date and raised concerns that the consultation process should not give rise to any costs being borne by the parish councils.
- g) Health & Wellbeing:** BSMPC Cllrs Sills and McCrory have agreed to take this forward to produce a Health and Wellbeing Plan for Bures. BHPC members invited to offer support.
- h) Light provision for Parsonage Hill:** Tenter Field Management Group has declined to provide a light at the entrance into the estate. Following the installation of low level lighting at Tenter Field, the parish council will reconsider the need to supply a light on the hill when evenings pull in and an assessment can be better made.
- i) Crossing at Colchester Road:** Speed Watch team to assist volunteers to gain data needed to support a LHP request for a crossing point near the Millennium gate entrance. Working Party to follow up when Covid-19 restrictions lifted.
- j) E54 Pedestrian crossing:** The parish council is still waiting on the Public Inquiry outcome as to whether the crossing will be closed to pedestrians. No decision currently made for any Essex crossings.
- k) Station Hill footpath:** ECC Highways has agreed to ramp the footway over the tree roots.

10/05/21 AUDIT MATTERS

- a)** The findings of the Review of the effectiveness of the system of internal control held on 23rd November 2020 were considered and accepted.
- b)** The Internal Auditor's Report 2020/21 was noted with matters raised duly followed up.
- c)** The Annual Governance Statement 2020/21 was considered, approved by resolution and duly signed.
- d)** The Annual Accounting Statement 2020/21 was considered, approved by resolution, duly signed and dated.
- e)** The following policies were reviewed and duly adopted:
 Members considered amending the Standing Orders and the Financial Regulations to include reference to environmental impact and sustainability of any proposal members may put forward. However it was agreed to wait on a NALC recommended clause.
- Standing Orders
 - Financial Regulations
 - Data Protection & Information Management
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity
 - Privacy Notice
 - Co-option
 - Social Media
 - Training
 - Donations & Grants

- f) The following matters were considered and approved;
- Carolyn Holbrook appointed as Internal Auditor for 2021/22 with fees to remain as previous year
 - Internal Audit Review Checklist date agreed for October
 - Approved accounts to be made available for sale for £5
 - Asset Register
 - Insurance Renewal Premium
 - Minor Works Preferred Builders list

11/05/21 FINANCE MATTERS

Business Premium A/C balance: £22,537.20

Community A/C balance: £2,918.71 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation report dated 8th May 2021 – circulated, noted and attached.
Corresponding bank statements – circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) Mandate Change request approved to amend signatories.

12/05/21 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION

This had been previously circulated (attached and placed on website).

The VAS at Colchester Road has been reported to ECC for repair.

BDC has requested parish councils to hold stocks of recycling sacks for offering to residents when their own sack supply is diminished. The Clerk agreed to hold a supply.

13/05/21 PHYSICAL RISK ASSESSMENT

Cllr Monk had circulated her report prior to the meeting. Some minor flyposting noted.

Damage to Normandie Way play area fencing. Weeds needed clearing in and around the

two bus shelters. Sandbags to be cleared. Lifebelts needed a clean. One unstable bench at river bank. Clerk to follow up on all items raised.

14/05/21 REPORTS

Bures St Mary PC: Cllr Jackson reported on the following: Parish council has purchased a moveable SID. 3 sites identified for Cuckoo Hill, Nayland Road and Sudbury Road.

Waiting on SCC Highways to approve the installation process. A change of use for the Tawneys Ride garages still being investigated. The old Chambers yard site has been sold for development. Next meeting to be held on 20th May.

Cemetery: Cllr Aries had circulated her report prior to the meeting. Cemetery all in good order. Overgrowth on and around the UK Power pole scheduled to be cleared shortly by BTS. Fortnightly brown bin collection service now up and running. Memorial inspection report received with quotes for those needing to be secured being obtained. The Commonwealth War Graves Commission Gallipoli marker has been made for the grave of K.P.Carr, however a delivery date is still to be scheduled in. The revised layout works scheduled to commence at the end of the month.

Sportsground: Cllr Monk had circulated a report from the Committee meeting held on 6th May. Skateboard ramp refurbished. Tennis courts moss treated. Alternative play equipment being sourced to replace the A to B climber. Conditions and Hire Agreement drafted and agreed. Sale of refreshments proving to be successful. Members agreed to install an extra access gate into the main play area. CCTV cameras insured. Clerk's notice of resignation received. Macmillan Mighty Hike scheduled for 31st July.

Community Centre: Minutes of the Community Centre Management Committee meeting of 12th May circulated to all members. Sadly it was reported that Caretaker Kevin O’Grady had died suddenly. Flowers in his memory have been sent to his family. Jasmine Rogers appointed as Caretaker with Nicky Elliot stepping up as Senior Caretaker. Main hall and Garrad Room to be painted. Hall available for hire from the 17th May. Risk assessments being drawn up.

Rights of Way: Cllr Aries had circulated her report prior to the meeting and this has been placed on the parish council website. Items to note – P3 scheme plus suggested paths for cutting by the parish contractor (see Agenda item 9 (a)). FP5 – a vehicular ramp has been built off Ferriers Lane down onto the field to enable logging machinery to access the woodland. No confirmation when volunteers will start work to re-establish the official footpath through the wood. Various missing fingerposts and defective waymarkers reported on the ECC online reporting tool. Ref nos. 3511883, 3511884, 3482330, 3482308, 20348575.

BALC: Cllr Shackell has attended the virtual meetings run by EALC which aimed to reform Braintree Association of Local Councils (BALC). A constitution now adopted and an executive committee elected. Martin Lee (Sible Hedingham Chairman) appointed as Chairman of BALC. A subscription of £40 initially proposed.

Transport: Nothing to report.

Station Adopters: Mary Turner had circulated her report on behalf of Bures Station Adopters. Further development of the wildlife area planned. Bee friendly flowers to be bedded out in two wooden planters alongside the fence. Stour Valley footpath sign installed. Mural initiative ongoing. Quotes being investigated to render and paint the station wall. To be part funded by Anglia Rail. Working party continuing to meet. Planting of troughs in hand.

Tree Warden: Cllr Baker had circulated her report prior to the meeting. 3 applications received since the last meeting. 1) 5 Water Lane - to fell 3 small Leylandii 2) The White House - to remove overhanging branches from the Sycamore tree which is causing an issue to the neighbour 3) 44 Water Lane - to fell a large Leylandii in the front garden. Cllr Baker has visited the sites and the Clerk has submitted a no objection response to each application on her behalf.

Bures Primary School: The Chair of Governors circulated his May update and has been placed on the parish council website. The children had been encouraged to reflect on the death of Prince Philip and what made ‘a life well lived’. Easter had been celebrated with a special pilgrimage around fifteen ‘Stations of the Cross’. The children had joined in the planting of 40 trees at the playing field for shade for the summer.

Bures Common Land Trust: Gill Jackson, Secretary had circulated a report on behalf of the Trustees. The May market was the first with the full range of stalls following the lifting of restrictions on 12th April. Next market 12th June. Arts and Crafts Fair scheduled for 6th June. A celebration of 10 years since the purchase of Bures Common scheduled for 27th June with live music and refreshments.

15/05/21 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

It was noted that the request to run introductory open water sessions at the riverbank area has not proceeded as the landowner is unhappy for the risk assessment to include access to the adjacent private field.

16/05/21 DATE OF NEXT MEETING

Monday 19th July to be held at Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked: 13th September, 15th November.

The meeting closed at 9.35pm

Signed:

Chairman

Date: