

Minutes of Bures St Mary Parish Council Meeting

Thursday 23rd May 2024

at Bures Community Centre Nayland Road at 7.30pm

Present: Cllr J Aries, T Fairbairn, G Jackson, J McCrory, L Norton, S Koeck, Cllr Shackell (BHPC), G Turner (Clerk), I Reece (BDC)

AS/P Williams (Sergeant of the Community Policing Team), PC Randhamie (Sudbury CTP Officer), Peter Watson (Babergh Community Safety Officer) and Mark Smith (Lt Cornard, NHW Co-ordinator)

In the Chair: Cllr J Aries

01.05.24 Election of Chair – Cllr Aries was nominated by Cllr Jackson and seconded by Cllr Koeck and elected as Chair.

02.05.24 Apologies for Absence Cllr E Ellerbeck (work commitments) and Cllr J Finch - SCC (other meetings). All apologies accepted by those members present.

Cllr Taylor is struggling to fulfil his Parish Council commitments due to his current work commitments. He sent his apologies for absence and asked to be excused from the next 6 months of meetings. All accepted his apologies. He would continue to receive the information to remain informed.

03.05.24 Declarations of Acceptance of Office was duly signed. No Consent Forms to receive electronic summons required as no new members.

04.05.24 Co-option of new members Two vacancies available but no interest despite members attending the Bures Market to raise the Council's profile

05.04.24 Election of Other Office

Cllr McCrory nominated by Cllr Fairbairn, seconded by Cllr Koeck and elected as Vice-Chair.

Cemetery Authority: Cllrs J Aries, S Koeck, E Ellerbeck, J McCrory

Sportsground Committee: Cllrs G Jackson, T Fairbairn, L Norton

Community Centre: Cllr J McCrory

SALC: Cllr J Aires

Tree Warden: To be confirmed with Mr K Jackson

Parish Right of Ways: Cllr J Aries

Planning: All

Health and Wellbeing: Cllr J McCrory

Legal: Clerk

Primary School: Cllr T Fairbairn

Emergency Co-ordinator: Clerk

First Aid: Cllr S Koeck (First Aid Certificate to be supplied)

Highways: Cllrs G Jackson and J Aries – To be a Joint Working Party with BHPC members.

06.05.24 Declarations of Interests & Dispensation Requests No Register of Interests declared or Dispensation Requests put forward.

07.05.24 Minutes Minutes of the Parish Council Meeting of 21.03.24 and the Extraordinary Meeting of 06.04.24 were duly approved and signed as a correct record (previously circulated). Minutes of the APM of 25.03.25 were received and noted (to be signed at next APM meeting.)

08.05.24 Public Forum No member of the public present.

Bures Hamlet Parish Council representative: Cllr Shackell reported BHPC no longer wishes to share the SID with BSMPC due to ongoing problems with ECC regarding its location and proposed to invest in a traffic count wire across the road giving the more precise evidence required. With regards to Article 4, BHPC are pursuing this and, if they succeed, it will remove all or some of the permitted development rights on the land off Colchester Road. There has been a breach of planning on the land at Colchester Road with the stables that have been built (change of use). Following recent flooding, the residents of Water Lane are to receive letters from BHPC regarding their responsibility to manage the brook to ease the situation. ECC has also been engaged to look at the source of the flooding running down Lamarsh Hill. BHPC have now filled all their councillor vacancies with Jane Chambers and possibly Maggie Elder.

County Councillor: Cllr Finch's report was circulated to all members, published on the parish council website and is available to view online.

District Councillor: Cllr Reece attended however left at 8.40pm due to time restraints. Report was circulated to all members, published on the parish council website and is available to view online.

09.05.24 Police

a) To report on matters raised with Suffolk and Essex Community Policing Teams

Tim Passmore re-elected for Police and Crime Commissioner, Suffolk in the May 2024 election. Notes and key dates from meeting with Suffolk and Essex Police on 06.04.24 were previously circulated to all members.

A /PS Williams reported that police officers are being assigned by geographical area and PC Norman (experienced officer) will be joining our area on 18.06.24 with more targeted patrols, attending pop-up events, liaising with the Primary School etc. Police letters are being sent out to parents from TGS/Ormiston regarding ASB, their responsibilities and possible fines incurred. Police posters now displayed around Sportsground with QR code to report any problems directly. FB posts further afield to be looked at regarding advertising gatherings. The police attending BMF on Saturday/Sunday to engage public further.

Peter Watson talked about crime trends/work being carried out in Bures and Sportsground in the last few years and presented two possible solutions going forward.

- Short term – Loan of mobile CCTV (high resolution – 400m) which is monitored/scanned every 1-2 hours and recordings kept for 31 days - Highly effective and police can react within 20 minutes of an incident.
- Long term – Public Space Preservation Order (PSPO) – An order administered by the BDC lasting 3 years (with conditions such as alcohol, drugs, obstruction) determined in consultation with BSMPC. Section 38 only lasts 48hrs and needs to be initiated by an Inspector. PSPO's requires work from BDC, BSMPC, police and public consultation (6-8 weeks). A nominated local volunteer was discussed as an authorised officer, trained up (1-2 day course) to issue fixed penalty notices (on a case by case basis) to be paid within 14 days. It was concluded that there was no one suitable and BSMPC did not have the financial resources. It was agreed that the police could fulfil this role (but would not always be available), removing the cost to BSMPC. All agreed to move forward with this. Roll out 6 months plus. An official request was to be made to Peter (copying the police) with conditions deemed appropriate. Action: Clerk to contact Peter Watson

Mark Smith - Set up Neighbourhood Watch in Little Cornard following a spate of burglaries. Now 65 members, assisting each other in prevention and reassurance. BH is part of NHW. No co-ordinator on the BSM side so this was being encouraged. Action: Clerk to contact Mark Smith.

b) Speed Watch Scheme update – No update due to time restraints.

Cllr Reece left the meeting at 8.40pm, stating she would email the Chair with updates.

10.05.24 Highway Matters

a) St Edmund's Lane Surface water outside Pilgrim's Rest – Ongoing issue – No update

b) B1508 Sudbury Road standing water near Great Bevills – Ongoing issue – No update

c) B1508 Road bridge repairs – No update

d) B1058 Recommendation of primary lorry route – In May 2022 BSMPC comments submitted to the Suffolk Lorry Survey were dismissed. The PC had received clear photographic evidence from

a resident of the problems with large lorries travelling through the village with vehicles struggling to pass and mounting the pavement. The more evidence, the better.

It was raised that small delivery lorries were parking on the curb on the High Street making it particularly dangerous (although had been advised that legally allowed to park on double yellow lines).

It was noted that the manhole at the junction with Claypits on Nayland Road was overflowing again earlier in the week following the torrential rain. A resident had reported the incident to Anglian Water. Cllr Finch to be notified. Action: Clerk/Chair

11.05.24 National Grid Bramford to Twinstead - No update

12.05.24 Matters arising which do not appear elsewhere on the agenda

a) Overgrown telegraph pole, Nayland Road – Cleared and planting by Cllr Norton.

b) Bus shelter update – Removed on 06.05.24 due to poor state of repair. Being stored at Fysh House Farm yard. A Capital Grant enquiry has been submitted to BDC and will be followed up.

c) Noticeboard – An integral part of the bus shelter which has now been removed. BSMPC are using the British Legion noticeboard opposite in the interim. Dean Manning has been asked to explore the possibility of re-purposing the integral noticeboard. The church has been contacted regarding a new one being situated outside the church wall again. Reverend Daniel will discuss this at the next Parochial Council Meeting on 20.06.24.

d) Management of SID – The Sudbury Road pole vandalised remains lying on the side of the road. Babergh will replace at no cost to BSMPC. Options were considered (as BHPC no longer involved and cost implications). Currently on the Nayland Road, all agreed that in the short term, it would be put into storage until the pole was reinstated. Then rotated between storage and Sudbury Road. To investigate if another parish wishes to share this with BSMPC. Action: Chair/Clerk with Bradley Smith.

Lee Norton left the meeting at 9pm.

e) Governors' Hub – Cllr Fairbairn advised the negotiation of a free access indefinitely. Cllr Aries and Clerk would be invited to join and some documents would be populated to assess its capabilities.

f) Parish Contractors works list

- Circulated (BPAP 2iv) – Both contractors now started on new terms.

g) EV Plug-in application – Still awaiting a site visit.

h) EV charging provision for Tawney's Ride residents Action: Clerk to follow up with Cllr Reece.

i) Joint Parish Council Magazine Update – Further investigation is required regarding advertising rates in the current parish magazine. Action: Cllr Fairbairn with Rev. Daniel.

j) Fish & chip Van trading – An agreement has been signed for a trial period at £10.00 pw. Clerk to distribute agreement for member's information.

k) To discuss use of Glyphosate – SCC have reversed their policy on use and now use glyphosate but only in moderation. BSMPC considered their policy. Problematic weeds on the pavements and gutters, disrupting the drains. No additional budget available to task contractors to have a purge on these (very labour intensive). No decision was reached.

The Chair advised it was 9.30pm and sought permission to continue.

13.05.24 Planning

a) To report on applications received and any decisions made since the previous planning committee meeting – see attached list

b) Responses to applications received since the previous planning committee meeting – No objection/comment was made on DC/24/01580 11 Friends Field – Single Storey Front extension – Pending decision

c) Plots 5 & 6 Cuckoo Hill – Still no resolution and no update.

d) To report and follow up as required:

- **Chambers Bus Depot/Knowle House (DC/24/01103)** Pending consideration – It was noted concerns raised by Heritage regarding the architectural design. All agreed the Council would write to Planning, advising of community support of current proposal. Heritage also raised garages were too small and have asked Roses to provide marketing based evidence regarding change of use from commercial to residential. Action: Chair
- **Ferriers Farm Barns** – No update
- **Colchester Road Land Sales:**
 1. Water Meadows – All aware no longer listed as an Asset of Community Value.
 2. Sales of plots – No update given.

14.05.24 Audit Matters

a) The Internal Auditor's report 2023/24 was noted and the following matters were raised.

1. Not all payments and receipts were approved by Council and recorded in the minutes. Spot checks highlighted 3 payments that were not agreed by Council in advance thus did not follow the Financial Regulations. It was agreed that the Financial Regulations would be reviewed.
2. General Reserves budgeted are low and this may pose a risk to the Council (JPAG guidelines 2024). This should also be covered in the Council's risk assessment. BSMPC reserves £5,000. Suggested to be half of our outgoings or more with two year plan to increase to this level. It was raised that Sportsground also had £2,000 in reserves.
3. Concerns were raised regarding the workload of the Clerk due to the complexity of the arrangements for Bures St Mary and The Sportsground Committee. An independent job evaluation by NALC was recommended to assess duties/responsibilities accurately to prevent possible operational inefficiencies and legal liabilities. Clerk agreed the hours (mainly the Sportsground) inadequate and unsustainable. Chair for the Sportsground Committee agreed to review before Clerk's appraisal.

Action: Clerk/Chair to liaise regarding additional information to be included for the external audit.

b) The Annual Governance Statement 2023/24 was approved by resolution, signed and dated

c) Annual Accounting Statement 2023/4 - Considered, approved by resolution, signed and dated

d) LGA Councillor Code of Conduct was noted and all members pledged to follow.

e) The following policies were reviewed and adopted:

- Standing Orders
- Data Protection & Information Management
- Risk Assessments
- Publication Scheme
- Complaints Procedure
- Equality & Diversity
- Co-option
- Health & Safety
- Safeguarding – Newly adopted

The Financial Regulations have been updated as per NALC guidelines and allow the Clerk/RFO to make purchases up to £500 (but obviously a second person will still be required to authorise payment). Payments over £500 and up to £2,000 can be agreed by the Clerk/RFO and the Chair. All financial expenditure over £2,000 to be approved in advance by the full Council and the decision is to be minuted accordingly.

The remaining policies are to be approved at the July and September 2024 meetings.

f) Matters to agree and approve:

- Appointment of Internal Auditor and Fees for 2024/2025 – It was agreed that BB Associates would be appointed subject to their fees remaining the same and the auditor's report one week in advance on of the meeting. Action: Clerk
- Date for Internal Audit Review Checklist in October – No date was agreed.
- Accounts available for sale for £5
- Asset Register has been updated and was agreed.
- Minor Works Preferred Builders List noted.

15.05.24 Finance Matters

a) Finance & Budget monitoring report – It was agreed that the £1,000 budgeted for elections and the £2,000 donation from the Sportsground Committee would be moved to the Council's reserves, increasing the reserves as highlighted by the internal audit. (The £1,000 would be earmarked "elections".)

b) Bank reconciliation report and verifying bank statements – noted, circulated and duly signed by the Chairman and non-signatory member.

c) VAT claim for £226 made on 17th April 2024. Action: Clerk to chase payment.

d) SALC Membership - It was noted that BSPG Committee agreed at their meeting on 09.05.24 to contribute £200.

16.05.24 Correspondence

The following correspondence had been circulated prior to the meeting and was acknowledged Town and Parish update from BDC – April & May 2024

News from National Landscapes

NSIPs: Norwich to Tilbury statutory Consultation

Babergh District Council Taxi Policy Consultation 23.04.24 to 04.06.24

EEC Hedingham Division – Annual Report 2023-24

Violence & Vulnerability Unit Newsletter

Suffolk's Local Transport Plan

17.05.24 Reports:

a) Asset report – Cllr McCrory reported all assets in a satisfactory condition. (Future dates – Cllr Jackson 18.07.24, Cllr Ellerbeck 19.09.24)

b) Sportsground (BPAP 3) – The minutes of 09.05.24 were circulated and noted.

c) Cemetery – No meeting since March 2024.

d) Tree Warden (BPAP 2 i) – A report was circulated in advance of the meeting.

e) Primary School – Verbal report given. Mrs Harris expecting her second child. On maternity leave from the end of September. Ms Dickeson, newly appointed Deputy Head, now appointed as Interim Head and Mrs Holmes, Year 6 teacher, now appointed as Interim Deputy. Incoming Reception class was over-subscribed and due to an administrative error by ECC, 32 children had been accepted, however 2 now withdrawn.

f) Community Centre – No minutes available.

g) Jubilee Grove/Transition Group Report – A report was circulated in advance of the meeting.

h) Bures Common Land Trust Report – A report was circulated in advance of the meeting.

i) Station Adopter – A report was circulated in advance of the meeting.

18.05.24 Brief information & exchange for next agenda items

1. Clerk Appraisal – To conduct a review prior to the next meeting.

2. It was confirmed that Bures Sportsground Committee are required to submit their budget by mid-November.

3. Cemetery – To investigate how the Cemetery is funded/run and compares with other Cemeteries in the area.

19.05.24 Representatives at Bures Hamlet Parish Council Meetings:

Monday 15th July: Cllr Koeck, Monday 16th September: Cllr Ellerbeck – Please note that this has been updated due to availability.

20.05.24 Date of next meeting: Thursday 18th July 2024 to be held at Bures Community Centre, Nayland Road at 7.30pm

Future meetings 2024: 19th September 2024, 21st November 2024, 16th January 2025

The meeting closed at 10.07pm

Signed:

Date: