

**Minutes of Bures St Mary Parish Council Meeting
Thursday 19th July 2018 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, T Fairbairn, J McCrory, T Saer, A Waring,
S Pentney, J Aries, M Randall (BHPC), L Parker (BDC)

In the Chair: Cllr Gill Jackson

Also Present: Mrs Jenny Wright (Clerk) plus 1 member of the public.

1/07/18 APOLOGIES

Apologies received from Cllr L Alston (work commitment) and Cllr D Ambrose (unwell).
Apologies accepted by those present. Apologies also received from Cllr James Finch (SCC).

2/07/18 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'Pecuniary' or 'Non-pecuniary' interests and dispensation requests.
No Register of Interests declared or Dispensation requests put forward.

3/07/18 MINUTES

Minutes of the previous Annual Parish Council Meeting of 17th May 2018 and Planning Committee Meeting of 9th July 2018 (both previously circulated) were approved and duly signed as correct records.

4/07/18 PUBLIC FORUM

Clare Frewin thanked the Parish Council for its continuing support to her family and neighbours in regard to the planning issues surrounding the new development at Cuckoo Hill. She also advised that she had requested to speak at the BDC Planning Committee Meeting to be held on 25th July.

5/07/18 POLICE

All police reports and police meeting dates circulated and noted.
PC 836 Jon Gerrish had been appointed Community Engagement Officer for the Sudbury and Haverhill sectors. Members suggested the Clerk invite him to visit the parish and in particular on Friday evenings and at weekends over the summer period when youngsters congregated at the sportsground.
A letter from Unison Police Staff Suffolk Police Branch had been received expressing deep concern at the proposals announced by the Chief Constable to reduce the PCSO workforce. It was agreed a response should be sent to the Chief Constable and the PCCC stressing the valued work of the local PCSOs and note that the proposals appear once again to reduce the already overstretched frontline services.

6/07/18 HIGHWAY MATTERS

Cllr James Finch (SCC) had circulated his report prior to the meeting.

- a) High Street traffic calming – a design had been drawn up but still to be processed by SCC Highways.

- b) Improvements to school crossing point – SCC had drawn up proposals which are to be discussed with the Head Teacher before being presented to the parish council for approval. Cllr Fairbairn agreed to follow up.
- c) The Waldegraves - Cllr Finch reported that he had written to the SCC Highway Development Manager regarding the adoption status of the Waldegraves to obtain the formal position expressed by the developer to the Development Team.
- d) Damaged signs: The bend warning sign along the Sudbury Road had been reported Ref: 00207836 but no action to date. Clerk to report again. Signs at St Edmunds Lane and at Nayland Road had both been repaired. Clerk to arrange removal of sign left at junction of Claypits Avenue following road works.
- e) SCC Community Self Help Scheme – Clerk waiting on further information following completion of briefing survey.
- f) Speeding and parking issues – these matters to be followed up via the Joint Parish Action Plan.

7/07/18 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh estate management, open space and play area:

- a) Land transfer: BDC Public Realm confirmed that the final stages of adoption had been reached. License being drawn up with the Legal Department to transfer play area to the parish council.
- b) Bollards: HML Management Group arranging installation of 2 static bollards to stop illegal vehicle access between Pikes Marsh and Tawneys Ride.
- c) Access route and ditch maintenance: No works actioned to date by BDC. The Clerk had arranged for the parish contractor to clear debris and brambles from the ditch to improve the area.
- d) Play area: Parish Council still waiting on release of S106 contribution. At the recent Joint Sportsground Committee meeting it had been agreed that the Committee should take over responsibility for all play equipment and grounds maintenance. Clerk agreed to investigate further the proposal for the fencing to be removed and open space area to also be maintained. Playquip still to confirm date for installation of the play equipment.

2) Joint Emergency Plan: Clerk continuing to progress the plan.

3) Website: The Chairman thanked Mrs Scott for her input in bringing the website to legal compliance. Google analytical data agreed if at no cost to the parish council. It was agreed to remove all Councillor email addresses from the site. Clerk to take back management of the website by September.

4) Bures St Mary Speedwatch: Cllr Aries had kindly taken over co-ordination of the Bures Hamlet Speedwatch Team and a number of volunteers had come forward for training with the Team continuing to operate from the Essex approved site at Normandie Way. However Cllr Aries was still waiting on a Police Speed Reduction Officer to assess possible sites for a Bures St Mary Team to operate from. Clerk to follow up with the newly appointed CEO Jon Gerrish.

5) Babergh Electoral Review Draft Recommendations: Consultation had ended on 30th April and final recommendations due to be published in September. Boundary Wards to be reduced from 43 to 31. Bures St Mary recommended with Nayland and Wissington.

6) Cllr for Parish Highway & Parking matters: It was agreed that one appointed Councillor was sufficient. The Clerk would follow up on the progress of the SCC Parking Partnership Scheme which was due to come into force in 2019.

7) Parish contractor works: Works list circulated to members. Overgrowth along FP13, FP3 and path to side of the old police house at Nayland Road had been cleared. Overgrowth cleared from around parish signs to improve visibility. Street cleaning and general maintenance completed as per the parish contract. Parish grit scheme to be reviewed for the coming winter.

8) Old style street lamps: Cllr Saer agreed to assist the Clerk in drawing up an inventory of the older style lamps still remaining in the parish with a view to following up any issues highlighted with SCC.

8/07/18 PLANNING

All applications received and comments made – see attached list.

One application required consideration at this meeting:

Application No. DC/18/03189 No.17 Friends Field – no objections raised.

Application No. DC/18/01781 Speedwell House, High Street – this application had been granted. The parish council was pleased to note that its Consultee comments had been taken into consideration by the Delegated Officer. Cllr Parker suggested that it would be prudent for all members to attend Planning Training. Clerk to follow up.

Application No. 18/00649/OUT Former garage site, Colchester Road, Bures Hamlet – as a neighbouring parish the parish council had objected to the application and suggested the site should remain as mixed use with parking facilities. Application awaiting consideration at the Braintree DC Planning Committee meeting to be held on 31st July.

Application No. DC/18/00929 and Re-consultation – this application was due to be considered at the BDC Planning Committee Meeting on 25th July with a recommendation of Refusal. Cllr Jackson had agreed to speak on behalf of the parish council at the meeting. It was noted that a Crowdfunding page had been set up by residents to give support to the Frewin family with the legal costs being incurred through their dispute with the developer of the site.

Community Infrastructure Levy: Information on the CIL had been circulated to all members. Community Groups were invited to apply and Cllr McCrory to follow up on an application for the Community Centre.

Developer Contributions and CIL: Update on Transparency of Data circulated and noted.

Designation of Assington NHP Area: As a Statutory Consultee Bures St Mary Parish Council had been notified that Assington Parish Council had begun the formal process of preparing a NHP.

Solar Panels: As requested the Clerk had circulated information on the conditions for planning permission for solar panels.

BDC Housing Land Supply: It was noted that BDC is able to demonstrate a Housing Land supply of 6.7 years meeting the government's requirement of 5 years.

9/07/18 DATA PROTECTION

New Government legislation came into force on 25th May 2018. Guidance and information being collated by the Clerk and she was liaising with both parish council Chairmen for a joint approach to the new regulations. Privacy notices had been included on the website and email communications.

Legal Briefing L04-11 Councillors as Data Controllers – it was noted that if Councillors work within the legal framework for Councillors they will be covered by the Councils scheme.

The Chairman allowed Cllr Fairbairn to address Cllr Parker on a FOI request regarding the potential use of the garage site to the rear of the primary school.

Cllr Parker agreed to follow up and then left the meeting.

10/07/18 JOINT ACTION PLAN

A draft of the Joint Action Plan had been circulated to all members prior to the meeting. The Clerk noted to the Chairman that BHPC, at its meeting of 16th July had agreed to defer consideration of the draft plan and to hold an Extraordinary Meeting of the Parish Council to allow a more valued input from its members. Chairman to discuss this matter with the BHPC Chairman as she was recommending BSMPC to give approval to the Draft at this meeting. All members agreed to adopt the Action Plan as put before them. It was also agreed that the Clerk should follow up on Housing Needs Statistics for both parishes. Cllr Jackson to arrange advertising of the Joint Action Plan to gain feedback from parishioners. She also asked members to consider which actions on the plan they would be interested in taking forward.

11/07/18 FINANCE

Business Access A/C balance: £8,142.39

Community A/C balance: £14,246.65 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 12th July 2018 – circulated, noted and attached.
Corresponding bank statements - circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) It was agreed to accept the quotation for minor repair work to the war memorial - £150+ VAT.
- d) It was agreed to purchase 3 replacement waste bins for the Suffolk Knowle area.
- e) Insurance policy amended following Sportsground Committee taking over responsibility of its own insurance cover – noted

12/07/18 AUDIT MATTERS

- a) Waiting on External Auditors approval of 2017/18 accounting statements – noted.
- b) Internal Audit Review meeting to be held on 2nd October – Cllr McCrory, Cllr Saer, Clerk and Internal Auditor to attend.
- c) Standing Orders duly amended to reflect power devolved to the Clerk to respond on behalf of the parish council to planning applications as and when required.

13/07/2018 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations have been circulated and noted:

LTN 82 Compulsory Land Purchase Orders

L05-18 Data Protection Fees

EALC Legal Updates May, June & July 2018

LTN 1 Councils Powers to Discharge their Functions

LTN 2 The Chairman of Local Councils

LTN 5 Parish and Community Council Meetings

Information from Department of Communities & Local Government on CTB

L08-18 Judicial Review Claim brought against Ledbury Town Council implications

L02-06 Councils Payment of SLCC Fees for their Clerks

14/07/18 CORRESPONDENCE

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

NALC LTN 1 – Councils Powers to Discharge Their Functions

NALC LTN 2 – The Chairman of Local Councils

SCC cabinet paper review – School and post-16 travel

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Notification of Consultation on BDC Joint Housing Strategy 17th Sept – 26th Oct
Suffolk Minerals & Waste Local Plan Consultation – Submission Dr
To note Consultation on Update to B & MS Statement of Community Involvement
Notification from J Ruggles re No Public Right of Way at Willow Plantation
Sudbury Vision for Prosperity Action Plan
AONB June newsletter

15/07/18 REPORTS

Assets Report: Cllr Aries reported all assets in a satisfactory condition. All grit bins required topping up of grit.

Bures Hamlet PC: Cllr Randall reported: Mychelle Baker had been co-opted on to the parish council. Mrs Aries had taken over the co-ordination of the Speedwatch Team and several volunteers had come forward to join. Further traffic calming measures being investigated for Colchester Road. Housing Needs Statistics for the parish being obtained and discussions in hand for a Joint Housing Survey with BSMPC. Parish Council waiting on an Appeal by Gladman Developments following the recent refusal of Application No. 17/02291/OUT. Proposal by the Transition Group for the open space at Colchester Road to be used as a Community Woodland to be discussed fully at the meeting in September.

Cemetery: Cllr Aries reported: The agreed boundary fence had still not been erected by the developers of the Cuckoo Hill site. A working party had met at the cemetery to tidy unattended graves. Bat and hedgehog boxes kindly built by the Scout Troop would be installed in the cemetery over the summer. Bulb planting arranged for the autumn. Discussions in hand for a memorial bench to be installed in the extension area.

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: Quotations and grants being obtained for a new roundabout. Clearance of waste at the sportsground had increased dramatically this summer and additional waste bins had been installed to ensure the area remained well maintained. The Sportsground Committee had taken over responsibility of the play equipment and grounds maintenance at Pikes Marsh play area. Also the Sportsground Committee had agreed to include grounds maintenance of the Noah's Ark play area.

Community Centre: Cllr McCrory reported: Cllr McCrory had been elected Chairman and Mrs Ryman elected as Secretary of the Community Centre Committee. Soundproofing still being investigated. The Parish Council raised concerns that if the issue continued then it may become necessary to consider changing its meeting venue. Options on a replacement boiler still being investigated.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. All damaged way markers and finger posts had been reported and SCC work orders in hand. Parish Contractor had cleared several footpaths of overgrown vegetation. FP16 Sudbury Road to St Edmunds Lane (to the cemetery rear gate) – overgrowth along bank cleared.

Transport: Station Adopters report circulated.

Tree Warden: Concerns raised regarding one of the trees in the churchyard. Tree Warden investigating.

SALC: No parish council representative appointed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members. Cllr Aries and the Clerk had attended a training session on agendas and minutes in June.

Primary School: Cllr Fairbairn had circulated his report. The school met and exceeded the Government National Levels. Waiting on the result of the SIAMS inspection by the Church of

England. The primary school was also due for an Ofsted Inspection as its last inspection had been held in 2007. Newsletters available online at www.bures.suffolk.sch.uk

Bures Common: Cllr Jackson reported: Fewer stallholders attending the markets recently owing to the extreme hot weather. More improvement work planned for the barn. Cllr Jackson noted to all members that although some functions had been held in the barn it would not be available as a facility for private use.

16/07/18 DATES FOR REPRESENTATIVES AT BHPC MEETINGS

The following representatives were agreed:

Cllr Saer – 17th September 2018, Cllr Waring – 19th November 2018,
Cllr Ambrose – 14th January 2019, Cllr Aries – 18th March 2019, Cllr Jackson – 13th May 2019,
Cllr Alston – 15th July 2019, Cllr McCrory – 16th September 2019.

17/07/18 ANY OTHER BUSINESS – items to note and for the next agenda

Cllr McCrory noted that she had invited the Dementia UK to hold a stall at the Bures Market but had not received a response yet regarding a date.

18/07/18 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 20th September 2018 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked for 2018: 22nd November

2019: 17th January, 21st March, Joint APM 28th March,
AGM 16th May, 18th July, 19th September

The meeting closed at 9.40pm.

Signed:

Chairman

Date