

**Minutes of Bures St Mary Parish Council Meeting
Thursday 23rd November 2017 at the Garrad Room,
Bures Community Centre, Nayland Road**

Present: Cllrs G Jackson, T Fairbairn, D Ambrose, L Alston, J McCrory,
S Pentney, L Parker (BDC), Martin Randall (BHPC)
In the Chair: Cllr Gill Jackson
Clerk: Mrs Jenny Wright
There were also 3 members of the public present.

1/11/17 APOLOGIES

Apologies received from Cllr Aries (personal commitment), Cllr Waring (work commitment), Cllr Kemball (work commitment). All apologies were accepted by those present. Apologies also received from Cllr James Finch (SCC).

2/11/17 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To declare any 'pecuniary' or 'non-pecuniary' interests and dispensation requests. Cllr Fairbairn in his role as Chairman of School Governors declared an interest in Item 6 (b).

3/11/17 MINUTES

Minutes of the previous Parish Council Meeting of 21st September 2017 (previously circulated) were duly approved and signed as a correct record.

4/11/17 PUBLIC FORUM

There were 3 members of the public present.

Mr and Mrs Beton outlined to members their concerns regarding road safety around the primary school in particular the unofficial school crossing, insufficient parking space and the speed of traffic along Nayland Road. Mr Beton also asked if a children's drop off zone could be investigated for peak school times. The Chairman thanked Mr and Mrs Beton and welcomed them both to stay as these matters would be considered at Item 6 of the Agenda. Mr Underwood advised members that the road markings at Church Square and Cuckoo Hill urgently needed repainting. Clerk to follow up. He also remarked that vegetation was not being cut back around road signs in the District. The Clerk noted that the Parish Contractor cut back vegetation as necessary within the central area of the parish. The Chairman acknowledged that visibility of signs was of high importance to drivers and asked the Clerk to ensure the Parish Contractor continued to monitor signage and remove vegetation around all signs in the parish in the spring as required.

5/11/17 POLICE

All police reports and police meeting dates circulated and noted.

Information on Police Specials had also been circulated but agreed it was not necessary to follow up on at this time.

ASB – The Chairman expressed her thanks to Suffolk Police for responding well to the summer youth issues. The ASB at Tawneys Ride garages had also been followed up with an option for BDC to consider the area suitable for housing. However 3 garages were currently leased. PCSO Mansell confirmed that there had been no further ASB reported incidents at Tawneys Ride to date.

Cllr Fairbairn expressed his disappointment that police reports, speeding data and other parish incidents could only be obtained via the police website or as a direct information request. Clerk advised that parishioners should report any incidents as and when observed either via 101 or online and obtain an Incident Reference Number to assist police investigations.

6/11/17 HIGHWAY MATTERS

- a) High Street traffic calming:** Centre line marking and slow markings to be refreshed. Existing 'road narrows' sign and 'reduce speed now' sign on the southern approach to be replaced with a new sign 'vehicles in middle of road'. Design estimate being prepared.
- b) Unofficial school crossing:** It was agreed to postpone the Parish Council's previous request to SCC for coloured surfacing to be installed and wait on the outcome of the Parish Action Plan. The Parish Council agreed to give its support for a Zebra Crossing when drawing up the Plan. Proposals for a drop-off point were discussed at length. Cllr Fairbairn, Chairman of Governors advised members that the school gates opened at 8.50am and all parents were fully aware. He had also previously suggested that parents could park to the rear of the school to ease traffic congestion but questionnaire responses reflected this was not a welcomed option. He advised that letters had been sent out asking parents not to park on the pavement along Nayland Road and agreed to send out a further letter in a similar vein to park considerately when parking to the rear of the school. The Primary School was currently holding a Road Safety Awareness Week and the HeadTeacher welcomed members to meet with the School Youth Council.
- c) Speeding issues:** The Chairman noted that the Parish Plan questionnaire responses highlighted speeding as a major concern and the Safety Camera Enforcement Team had agreed to a Speed Detection Camera at Nayland Road to monitor the extent of the issue. They had also agreed to a further Speed Detection Recorder to be placed in the 30mph zone alongside Nos. 3 and 4 Sudbury Road.
- d) Parking issues:** Inconsiderate parking had been highlighted in the Parish Plan survey and would need to be addressed by both parish councils. PCSO Mansell advised that highway parking issues should be reported via 101 or online to encourage residents to obtain an Incident Reference Number.
- e) The Waldegraves:** Request for the estate to be adopted by SCC referred to Cllr Finch.
- f) Update on bridge repairs:** The Clerk had gained confirmation from SCC that funding was still to be secured but hopeful that the proposed works would be undertaken in the next financial year.

On behalf of the Parish Council Cllr Parker agreed to obtain details of a SCC Highways contact link for the Clerk during Cllr Finch's long term of absence.

7/11/17 MATTERS ARISING FROM PREVIOUS MINUTES

1) Pikes Marsh estate management, open space and play area: Cllr Parker apologised for the continuing delays on the land transfer and agreed the matter needed to be urgently resolved to enable the Parish Council to proceed with the management of the play area. Cllr Parker agreed to press Peter Garratt of BDC Public Realm for a response on the matter. Members to wait on that response before a decision to proceed to install the stored play equipment was made. A sign stating Children's Play Area No Dogs Allowed had been ordered owing to residents exercising their dogs in the play area.

- a) Residents Association: This was now in place. Chris Shakespeare of Ashton Chator Management Group overseeing the general running of the estate. Local contractor Nigel Norton had been employed to do grounds maintenance of the roads and pathways.
- b) Grass maintenance: Open space currently being maintained by Ashton Chator until adoption by BDC finalised.
- c) Land transfer: Clerk continuing to follow up with BDC. It was agreed that the Open Space should be managed by BDC. However the Parish Council would consider budgeting for additional grass cuts as necessary. Play area to be under the parish council's remit when land transfer finalised.
- d) 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. Works to be agreed following adoption of the play area.
- e) 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 S106 monies from BDC.

2) Building works at Cuckoo Hill: Concerns had been raised regarding onsite working hours. Cllr Parker agreed to check on approved planning conditions.

3) Sworders shop front: Some recent repair work had been done and the corner sill woodwork scheduled to be replaced as soon as possible.

4) War memorial: All restoration works satisfactorily completed.

5) Churchyard boundary wall: Following concerns that tree roots appeared to be damaging the boundary wall Cllr Ambrose had met with the Churchwarden who consulted the Tree Warden for advice. It was agreed to remove one holly tree bough and one dead tree.

6) Assets of Community Value: Cllr Jackson had submitted an application for The Three Horseshoes Public House to BDC and was waiting on confirmation of what further supporting evidence was required to complete the process.

7) Joint Emergency Plan: Cllr Lee, Cllr Jackson and the Clerk had met to review the current Bures Emergency Plan. Several amendments had been agreed and the Clerk would contact Braintree District Council for advice on finalising the Plan for approval by both parish councils.

8) Website: Cllr Fairbairn and the Clerk had attended a briefing held by SuffolkCloud to promote its website hosting. The Clerk had circulated details and costs of both the current parish council website hosted by CAS and the proposals from SuffolkCloud. It was agreed to continue with CAS who were currently upgrading and review again in the next financial year.

9) Data Protection: New Government Legislation due to come into force in May 2018. The Chairman assured all members that NALC and SALC would give full guidance to parish councils to ensure correct procedures were set in place. Clerk's and all Councillor's email addresses to be reviewed under the new Legislation. Appointment of a DPO under review.

10) Grounds maintenance: All works completed as per current parish contract. Wharf Lane had been strimmed and litter picked. War memorial railings repainted. Vegetation cut back around signs at Nayland Road. Some waste bins cleaned.

11) Bures Christmas Lights: The scheme was now adopted by both Bures Hamlet and Bures St Mary Parish Councils as agreed at the respective September meetings. All relevant certificates had been forwarded to the Clerk to be held on file. The lighting fund to be managed via BSMPC. The Christmas Light Up event scheduled for 1st December. Members expressed their grateful thanks to all volunteers.

12) Dementia Friendly Community: It had been agreed at the January meeting to hold a Dementia Friends event during the year and to meet the hall hire costs but to date no event had been arranged. Cllr McCrory suggested that Dementia Friends may be interested in hiring a stall at Bures Market events during 2018 or be invited to give a Presentation at the Joint APM in March. Cllr McCrory agreed to follow up.

13) Defibrillator: The defibrillator pads had been renewed. Nikki Skews had kindly offered to complete a weekly check of the defibrillator and to submit details online to Community Heartbeat via Webnos. Cllr McCrory to continue with a monthly check of the telephone box and defibrillator. A letter of thanks to be sent to Nikki.

14) SpeedWatch: Cllr Aries had investigated the possibility of setting up a Community SpeedWatch Team. A meeting with the Constabularies Community SpeedWatch Team Officer to be arranged early 2018.

8/11/17 JOINT PARISH PLAN

Cllr Fairbairn reported the following: The questionnaire responses being collated onto a manual template. A sub-committee to meet and prepare a Response Summary for presenting to both parish councils. Responses noted to date highlighted a need for improved communication between the two parish councils and residents along with the need to increase retail facilities in the village.

9/11/17 PLANNING

All applications received and comments made – see attached list.

With regard to Application No. DC/17/03257 there had been no objection to the revised set of plans however the issue of the vehicular access to the side of the site still to be addressed. A response had been made to the Babergh and Mid Suffolk Joint Local Plan Consultation indicating that the community recognised the need for smaller family homes whilst conserving the village's identity. Also issues on impact of traffic on safety and the environment should be a priority consideration in future development.

10/11/17 BUDGET

The Clerk presented the 3 year draft budget for 2018 – 2020. It was agreed to reduce the projected Christmas Lights income to £500 and to make a provision in the budget for any future Data Protection costs. The draft budget was duly approved.

11/11/17 FINANCE

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

Bank reconciliation dated 2nd November 2017 – circulated, noted and attached.

Verifying bank statements - circulated, noted and attached. Both signed by the Chairman and non-signatory member – Cllr Pentney.

Details of SALC Finance Training circulated.

Information on Lloyds Bank Online Third Party Provider (TTP) access circulated.

12/11/17 AUDIT MATTERS

The Internal Audit Review Checklist meeting had been held on 4th October. Cllr Kemball, Cllr McCrory, the Clerk and Internal Auditor in attendance. All satisfactory and Checklist duly signed.

Asset Register, Insurance Breakdown List and Asset Inspection Form updated.

13/11/17 Government Consultation Papers/Legal Topic Notes

All the following documentations have been circulated and noted:

LAIS 1402 Precept Consultation

LAIS 1404 Right Homes Consultation and SALC response to Consultation

LAIS 1405 Councillor Disqualification and SALC response to Consultation

SALC response to 2018/19 Local Government Finance Settlement Consultation

L0-17 Legal Briefing – Payment of fees to the IC's Office

14/11/17 CORRESPONDENCE

Electoral Review of Babergh Draft Recommendations – it was noted that Bures St Mary was recommended to be linked with Stoke by Nayland and Nayland with Wissington.

Members agreed that their preference would be for Bures St Mary to be grouped with Little Cornard and Assington as many of the parish services were accessed by those parishes.

The Clerk to submit this preference to the Local Government Boundary Commission.

Potential merger of Babergh and Mid Suffolk – Cllr Parker outlined the details of the two District Council's desire to investigate merging. He considered that a Public Consultation should be held. Cllr Parker also noted that BDC had now moved to its new Headquarters at Endeavour House in Ipswich and the need to utilise the redundant building at Hadleigh.

Details of Battles Over The Nations Tribute 11th November 2018 – circulated

Suffolk Minerals & Waste Local Plan – Preferred Options Consultation -circulated

Details of November Town & Parish Liaison meetings circulated

Details of Delivering a Vision for Prosperity (VFP Project) for Sudbury – circulated

Town & Parish Council Newsletter No. 36 October 2017 – circulated

AONB September & October Monthly Updates – circulated

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

15/11/17 REPORTS

Assets Report: Cllr Aries had submitted her report to the Clerk. All assets checked and satisfactory. She also confirmed that there were 5 grit bins and had submitted photographic evidence for future reference.

Bures Hamlet PC: Cllr Randall reported: No amicable agreement had been made with Openreach regarding the installation of Cabinet 4 at Station Hill. Cabinet 3 was scheduled to be installed by the end of the year and location agreed at Parsonage Hill. Gladman Developments Ltd had circulated public consultation leaflets to all in properties in the parish outlining proposed residential development at Colchester Road. A meeting between Gladmans and the Parish Council being arranged to discuss the proposals. Cllr Fairbairn asked that BHPC consult with the Primary School prior to any response being submitted.

Cemetery: No meeting had been held since the previous report. Clerk to check whether a fence or hedging would be erected along the boundary line of the cemetery and the Cuckoo Hill development.

Sportsground: Cllr Jackson reported: Continuing issues with the Morphus X project. As Chairman of the Sportsground Committee she had contacted SCC Legal for advice with balance of payment currently being withheld. Playquip had completed an inspection of the Morphus X for insurance purposes. A Big Lottery Fund grant had been secured for the installation of a disabled swing. Annual play equipment inspection completed.

Community Centre: Cllr McCrory reported: Minutes of previous meeting had been circulated. Soundproofing remains an issue. The 40 year old boiler was in urgent need of replacement. Grants to be investigated. Unfortunately Dance Club to cease as no-one had come forward to take over the running of it.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. Waymarkers needed on FP1, FP3 and FP11. The gate opening from the Arger Fen Road at Gazely Gate was too wide for the gate posts and difficult to negotiate owing to surrounding overgrowth. Clerk to report all items raised to SCC.

Transport: Station Adopters report circulated. New timetable commencing 10th December. The Station had been downgraded to a request stop.

Tree Warden: Ken Jackson had circulated his report prior to the meeting. He had attended a Tree Warden Forum which was held to highlight the importance of trees in our lives. Cllr Fairbairn asked if trees could be planted on the Primary School playing field. Cllr Ambrose agreed to follow up with Geoffrey Probert as the land was leased from the Bevills Estate.

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: Governors continuing to look at ways to promote its outstanding school. He was keen to gain more Community involvement with the school and invited all members to attend the various events held during the year.

Bures Common: Cllr Ambrose reported: Restoration of the barn progressing well. Markets extremely well attended. Bures Dragon mugs available for purchase from the Committee.

16/11/17 ANY OTHER BUSINESS – items to note and for the next agenda

Cllr Fairbairn suggested that there should be a permanent speed camera sign installed along the Sudbury Road just before the Great Bevills entrance. Clerk to follow up.

17/11/17 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 18th January 2018 – to be held at The Garrad Room, Bures Community Centre at 7.30pm.

Future dates booked 2018: 22nd March, Joint APM 29th March, AGM 17th May, 19th July. It was agreed to change the date of the Joint APM to Monday 26th March.

The meeting closed at 9.50pm

Signed:

Chairman

Date

