

**Minutes of Bures St Mary Parish Council Meeting
Thursday 22nd November 2018 at the Main Hall,
Bures Primary School, Nayland Road**

Present: Cllrs G Jackson, A Waring, L Alston, J Aries, D Ambrose,
S Pentney, T Fairbairn, M Welch (BHPC),
L Parker (BDC), J Finch (SCC)
In the Chair: Cllr Gill Jackson
Also Present: Mrs Jenny Wright (Clerk) plus 5 members of the public.

1/11/18 APOLOGIES

Apologies received from Cllr T Saer (work commitment) and Cllr J McCrory (Panto rehearsal).
Apologies accepted by those present.

2/11/18 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.

3/11/18 MINUTES

Minutes of the Parish Council Meeting of 20th September 2018 and the Joint Planning Committee Meeting of 8th October 2018 (both previously circulated) were approved and duly signed as correct records.

4/11/18 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There were 5 members of the public present.

The parish council was asked to consider the need for a disabled parking bay at Nayland Road. It was suggested a bay or bays could be installed opposite the primary school gates immediately in front of the bricked circular bed. This request would be forwarded to the Sportsground Committee to discuss at its meeting in January.

5/11/18 POLICE

All police reports and police meeting dates circulated and available via the Suffolk Police website. PC 836 Jon Gerrish appointed Community Engagement Officer for the Sudbury and Haverhill sectors. The Clerk received reported local incidents via Suffolk Police Connect with one recently giving details of the theft of a car transporter trailer which she had circulated.

6/11/18 HIGHWAY MATTERS

- a) High Street traffic calming - Cllr Finch informed members that the new 'Oncoming vehicles in middle of road' warning sign had been installed. However the white lining still to be actioned.
- b) Improvements to school crossing point – Cllr Finch advised that to highlight the crossing in a distinctive colour red was far too costly. Also SCC preferred policy on barriers was to remove them for health and safety reasons. Cllr Fairbairn expressed concern that the crossing was deemed an unofficial crossing and therefore drivers were not obliged to slow or stop for pedestrians. Cllr Finch agreed to register the parish council's concern for the safety of pedestrians again

and Cllr Fairbairn agreed to continue raising this important issue with SCC on behalf of the Primary School Governing Board.

- c) The Waldegraves – Cllr Finch reported that SCC was unable to enforce developers to follow the process for a site adoption. If this process was initiated then The Waldegraves would need to be at a 'proper standard' before SCC could agree to adopt the site.
- d) Request for disabled bay at Nayland Road - this matter had been discussed earlier at the Public Forum and agreed to be an Agenda item for the Sportsground Committee.
- e) Request for designated bus waiting area at Bank House, Bridge Street – a resident had raised concern that the bus was regularly required to wait in the middle of the road owing to the excessive number of parked vehicles. Members fully considered this request however owing to limited space and visibility factors it was agreed not to follow up.
- f) Perceived parking issues at Nayland Road – Cllr Fairbairn raised his concern that when development commenced at No. 25 Nayland Road there may be increased pressure on school staff and visitors needing to park and access the school. As specified times for delivery lorries and on site working was not a planning condition the Clerk agreed to liaise with the developer and site owner at a local level.
- g) Damaged sign at Sudbury Road - The bend warning sign was programmed to be repaired within 2 weeks.

Cllr Finch had circulated his report prior to the meeting. Main items noted: SCC Mid Suffolk Home First had received an 'Outstanding' rating from the Care Quality Commission. SCC is calling Carers to complete an online survey to share their experiences of support. Update on SCC Budget Consultation.

Cllr Jackson remarked on the recently secured 20mph speed zone for the centre of Stoke-by-Nayland and asked Cllr Finch if such a scheme could be secured for Bures St Mary. Cllr Finch did not consider this to be the case. Cllr Jackson agreed to follow up the matter within the Bures Joint Action Plan.

7/11/18 MATTERS ARISING FROM PREVIOUS MINUTES

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

1. BDC Lease - licence being drawn up with the Legal Department to transfer play area to the parish council. BDC still pursuing a final payment owed from the developers which had delayed the transfer of the land to the parish council.
2. Open space - ongoing issues with maintenance of the open space area owing to the delay in the land transfer from developer to BDC. Parish Contractor monitoring and cutting as necessary.
3. S106 contributions - Cllr Parker confirmed that the contributions would not be released until transfer of land documentation completed between all parties.
4. Ditch, trees and path maintenance - The parish contractor had cleared overgrowth and tidied along the footpath and the ditch. Tree Warden Ken Jackson had visited the site and agreed further bramble clearance was needed. However he did not consider that any trees should be removed and did not consider it necessary to make any repairs to the paths as these were the responsibility of BDC. Members agreed to accept the Tree Warden's advice.

b) Bures Parish Action Plan Summary:

The Clerk had obtained current housing applicant numbers on both Babergh and Braintree waiting lists for the local areas – circulated to all members.

A joint working party to follow up on village highway, transport and parking issues to be set up. Cllr Jackson and Cllr Waring (BSMPC) with Cllr Welch (BHPC) agreed to be on the

working party. Clerk to ask Cllr Baker (BHPC) if she would also be interested. Cllr Saer put forward her interest in Summary Action No. 2 Community Spirit and Communication.

c) Joint Emergency Plan: Ongoing with some progress.

d) Christmas Lights Scheme: Letters had been circulated to all residents to inform them of the dates when the Team would be installing the lights during November. Extra lights had been purchased with risk assessments and pat testing in hand. The Clerk had circulated the current financial accounts for the Scheme.

e) Data Protection: Ongoing with Clerk liaising with both Chairs for a joint approach to the regulations.

f) Meeting venue: Owing to a clash of venue dates at the Community Centre it had been agreed to continue to meet at the Primary School for this November meeting and hopefully by the New Year issues with sound proofing at the Centre would be resolved. Next meeting in January booked for the Garrad Room and therefore Clerk would need to be advised if that date and venue needed to be changed. The Community Centre Management Group advised that it would not want to lose the parish councils regular booking and were urgently attempting to address the issues.

g) Bures St Mary Speedwatch: 3 sites currently being assessed by Suffolk Police as suitable locations for a Speedwatch team to operate from. One site at Sudbury Road and 2 sites at Nayland Road. Cllr Aries currently working with a team of 5 volunteers at Colchester Road on the Essex side of the village. The team was achieving reasonable response with some drivers reducing speed. It was agreed to include a report in the parish magazine to highlight Speedwatch and its valued effect on driver attitudes to speeding.

h) Grant application for a walks leaflet: Clerk following up via Cllr Scattergood's Ward Community Grant. It was hoped to produce a walks leaflet similar to that sponsored by the Dedham Vale & Stour Valley Project for Stoke by Nayland parish.

i) Parish winter gritting: BDC had replenished all grit bins in the parish. Parish Contractor aware of process for when gritting in the village needed to be actioned.

j) Superfast Broadband: Smallbridge residents had asked the parish council to engage with Superfast Broadband providers on their behalf to attempt to improve the limited internet service in their area. SCC contract currently with OpenReach. Cllr Finch agreed to follow up and Chairman to forward a list of residents requiring an improved service.

k) Audit of old style street lamps: Clerk agreed to follow up with Cllr Finch. Any need for additional lighting would be considered under a Joint BPAP Summary working party.

l) Parish contractor works: Works list circulated to members. (Attached)

Cllr Finch left the meeting at this point.

8/11/18 PLANNING

All applications received and comments made – see attached list.

There were no planning applications requiring a decision at the meeting.

Application 5 No. Lawful Development Certificates

DC18/04204/04205/04206/04231/04208 Cuckoo Hill site – legal advice had been obtained from Holmes & Hills Solicitors and a Joint Parish Council response had been duly submitted to BDC as previously agreed. Still waiting on a decision by BDC Planning Committee.

Application No. DC/18/00929 and Re-consultation Cuckoo Hill site - this application had been refused by BDC Planning Committee at its meeting of 25th July. An Appeal Ref No.

APP/D3505/W/18/3215428 by The Stemar Group Ltd had since been made to the Secretary of State against the decision with the Appeal requested to be determined by a Public Inquiry.

Pavement at Cuckoo Hill: Works had been undertaken along the access path to the site which had not been completed and remained a hazard to pedestrians. The Clerk had followed up and gained background history on the works and would continue to follow up with Cllr Parker.

Enforcement Case 17/00321/COU Knowle House (formerly Chambers Bus Yard) – this case had been ongoing for several months resulting in the conclusion that a material change of use from Sui Generis to Class B1/B2 had occurred and therefore a breach in planning control. Retrospective planning permission still to be applied for. Noise survey being carried out. Landlord now included in discussions and was keen to resolve the issues. Cllr Parker agreed to establish a timeframe for this case with the Enforcement Officer.

Enforcement Case 18/00260/COU Buck Field House, Arger Fen – an investigation was currently being undertaken regarding a possible change of use for the studio. Cllr Parker agreed to follow up with Enforcement Officer.

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – an investigation was currently being undertaken regarding earthworks and positioning of a mobile home at the location. The Enforcement Officer is trying to ascertain whether anyone is living 24/7 in the mobile home. Matter is ongoing.

Appeal Inquiry APP/Z1510/W/3207509 Land at Colchester Road, Bures Hamlet – An Appeal by Gladman Developers Ltd had been made to the Secretary of State following BDC's refusal of Application No. 17/02291/OUT. The Appeal to be determined by a Public Inquiry. A Joint Parish Council response had been forwarded to the Inspector as previously agreed. It was noted that the NHS gave its Primary Healthcare service to be directly impacted by the application as Pump House Surgery, Earls Colne and did not reflect the impact on the Bures Surgery. Clerk to share this concern with Cllr Scattergood. Timetable received and Appeal Inquiry set for 10.00am on 12th February 2019 with venue still to be agreed.

Revised Application No. 18/01640/OUT Land at Colchester Road, Bures Hamlet: The parish council had considered this application (see minutes of Joint Planning Committee Meeting 8th October) and submitted a similar response to Braintree DC as per the first application No. 17/02291/OUT currently under an Appeal Inquiry.

Application No. 18/00649/OUT Former garage site, Colchester Road, Bures Hamlet – still waiting on a revised application. A retail outlet use for the site remained the parish council's preferred option. The Clerk had attempted unsuccessfully to establish a joint parish council meeting with the developer to discuss the preferred options.

Councillor planning training: Clerk had received a provisional date of Monday 10th December. All parish councillors were encouraged to attend.

At this point it was agreed to bring forward Agenda Item 10 (c) CIL/S106 Contributions for Cuckoo Hill site: Cllr Parker advised members that the original application for the site pre-dated any CIL contribution with no agreement for contributions having been made between BDC and the developer.

Cllr Lee Parker left the meeting at this point.

9/11/18 DRAFT BUDGET

The Clerk presented the 3 year draft budget for 2019 -2021. She noted on the increased precept requests from both the Cemetery Authority and the Sportsground Committee. Cllr Fairbairn questioned the need for £8,000 to be included in the Carpark Reserves. The Chairman advised that it was prudent to reserve for any future resurfacing. The draft budget was agreed. 6 in favour with 1 abstention.

10/11/18 FINANCE

Business Access A/C balance: £14,248.45

Community A/C balance: £7,368.26 (when all cheques paid)

- a) Finance & Budget Monitoring Report – circulated, noted and attached.
- b) Bank reconciliation dated 7th November 2018 – circulated, noted and attached.
Corresponding bank statements - circulated, noted and attached. Duly signed by the Chairman and non-signatory member.
- c) Contributions discussed at Agenda Item 8
- d) Speed reduction signs – Cllr Waring had circulated various quotations and styles of signs for members to consider. Following a lengthy discussion with some members unsure on the need for speed reduction signs in the parish it was agreed:
(i) To wait on confirmation from Suffolk Police as to whether the Speedwatch Scheme would proceed or not. (ii) Investigate grants via Cllr Finch (iii) Cllr Waring to establish if there is any funding available via online.
- e) It was noted that Data Breach Cover had not been taken up with Came & Company in line with its recommendations.
- f) Asset Insurance cover details updated and circulated.

Cllr Fairbairn left the meeting at this point.

11/11/18 AUDIT MATTERS

Internal Audit Review meeting held on 3rd October – Cllr McCrory, Cllr Saer, Clerk and Internal Auditor in attendance. All satisfactory and Checklist duly signed.

12/11/2018 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentations have been circulated and noted:

NALC – LTN 8 Elections – Clerk to attend EALC Election training event in November
EALC Legal Update No. 7 October edition

13/11/18 CORRESPONDENCE

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

Yellow Fish Campaign – information circulated regarding a project to place a yellow fish on drains around the parish to highlight the issues of pouring pollutants down into the drains.

Members agreed not to follow up.

Purchase of a Tommy figure – this village project had been successful with the figure currently installed at the war memorial. Bures residents had joined together to mark the occasion of World War 1 Centenary with a full week of ceremony, remembrance and events. Members expressed their appreciation to all those involved.

Public Sector Bodies (Websites & Mobile Applications Accessibility Regulations 2018

AONB Planning in a Designated Landscape: Guides, Rules & Tools – Cllr Jackson, Cllr Lee and Clerk to attend

Draft BMSDC Homes Strategy 2019-2024 Consultation

Draft BMSDC Homelessness Reduction Strategy 2019-2024

AONB September & October Monthly updates

14/11/18 REPORTS

Assets Report: Cllr Jackson presented her report to the meeting. Some fire damage to the waste bin at Clicketts Hill. Eves Orchard grit bin only half full. Fence adjacent the Kissing Gate loose. Clerk to follow up on matters raised. Cllr McCrory reported that the light in the telephone box had been repaired.

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

Bures Hamlet PC: Cllr Welch reported: He had attended a meeting held by ECC to introduce the Devolution Rollout Pilot scheduled to commence 1st January 2019 for interested parishes. BHPC had confirmed its interest with the parish council to take over minor repairs on a 12 month trial. Provisional grant offered to be negotiated. Network Rail inquiry for the proposed closure of rail crossing E54 had been attended by Cllr Welch, Cllr Lee and Cllr Aries. BHPC continued to maintain its support to preserving the parish ROW. Still waiting on revised application for land to rear of Parsonage Grove. Parking issues at Station Hill to be followed up via the Joint BPAP.

Cemetery: Cllr Aries reported: Quotations being obtained to consider installing new paths in the extension area and for boundary tree works. Memorial bench installed.

Sportsground: Cllr Jackson reported: Request for swapping over the entry and exit points at the carpark considered but not agreed. Request for Astro turf to be installed at tennis courts not agreed. However quotations being sought to deep clean the courts and to install 2 sets of Pickleball lines. Still waiting on a response from the ECC Community Initiatives Fund regarding the grant application towards costs of a new roundabout. Annual play inspection report very good.

Community Centre: Tim Underwood reported: A proposal to spend up to a maximum of £1,000 towards the soundproofing was accepted by the Committee. A Heritage Lottery Fund grant to be applied for to install a new heat pump boiler system. Clerk to check on VAT claim for the application. A request to the Clerk for improved signage for the Community Centre had been referred to the Management Committee for a decision.

Rights of Way: Cllr Aries had circulated her report prior to the meeting. No major issues. She had received a request for a dog waste bin to be installed along the permissive path at Cuckoo Hill. Clerk to liaise with Cllr Aries and members agreed a new bin should be purchased.

Transport: A farewell celebration for Anne and David Taylor had been held and various gifts presented on behalf of both parish councils. Members of the Transition Group were continuing to maintain the station area. BHPC Contractor to cut the grassed areas within his contracted works.

Tree Warden: Report circulated. Ken Jackson currently surveying suitable sites for further tree planting. Tree information leaflet circulated.

SALC: No parish council representative appointed for follow up on SALC matters. Annual training programme and area meeting dates circulated to all members.

Primary School: Cllr Fairbairn had circulated his report as Chair of Governors. New planters had been bought with support from the Horticultural Society and the Bures Transition Group. The School was currently working with a new Literacy programme, Success for All.

Bures Common: Cllr Jackson reported: It was intended that the new covered area would also serve as a bus shelter. S106 contributions had been secured from the development of the former Swan Public House site for use on the barn project. The Trustees were to discuss the matter at its next meeting. Next Market to be held on 15th December.
The 1st December Christmas lighting event to be held on the Common this year from 4pm.

15/11/18 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

None.

16/11/18 DATES FOR FUTURE MEETINGS

Date of next meeting: Thursday 17th January 2019 – to be held at The Garrad Room, Bures Community Centre, Nayland Road at 7.30pm.

Future dates booked for 2019: 14th March (revised date) Joint APM 18th March (revised date)
AGM 16th May, 18th July, 19th September

The meeting closed at 9.55pm.

Signed:

Chairman

Date