

**Minutes of Bures St Mary Parish Council Meeting
Virtual Meeting held on
Thursday 21st May 2020 at 7.30pm**

Present: Cllrs L Alston, J Aries, T Fairbairn, J McCrory, S Pentney,
T Saer, B Warren, S Sills, M Welch (BHPC), Cllr M Barrett (BDC),
Cllr J Finch (SCC)
In the Chair: Cllr J Aries (Vice-chair)
Also Present: Mrs J Wright (Clerk) plus 1 member of the public

Cllr Aries welcomed everyone to the first virtual meeting of the parish council. All agreed to pause the meeting to participate in the Clap for NHS scheduled for 8pm.

1/05/20 APOLOGIES FOR ABSENCE

Apologies received from Cllr G Jackson (personal commitment).

2/05/20 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.
Cllr Saer declared an interest in Item 9 (b) Retail facilities.
No Dispensation requests put forward.

3/05/20 MINUTES

Minutes of the Parish Council Meeting of 19th March 2020 (previously circulated) were approved as a correct record. To be duly signed following the virtual meeting.
The Bures Annual Parish Councils Report 2020 received and noted.

4/05/20 COVID-19 PARISH COUNCIL RESPONSE

The Clerk as Vulnerable Persons and Volunteer Co-ordinator circulated her report to members. Duly noted, attached and advertised. The Clerk had received a letter of appreciation from HM Lord Lieutenant of Suffolk for the work of volunteers and the community during the challenging times.

The Friday Lunch Club deliveries to its members during the lockdown had been extremely appreciated.

SALC as members of the Collaborative Communities COVID-19 Board had circulated a request for parish councils to take part in a 3 question survey to provide information to feed into a recovery plan currently being drafted. Councillors were keen to respond on health issues, loss of earnings and impact on people's lives. The Chairman to make a response. A Health and Wellbeing Forum to be held virtually on 2nd June. This would assist both parish councils to create an evolving Health and Wellbeing plan for the needs of the community as it eases itself out of COVID-19 restrictions. Clerk to circulate information to those members interested in joining the Forum.

5/05/20 PUBLIC FORUM

15 minutes maximum public participation

3 minutes for individual contributions unless longer required.

There was one member of the public present.

County Cllr James Finch had circulated his report prior to the meeting. Cllr Aries expressed her appreciation to Cllr Finch for raising the profile of his Charity Suffolk Mind.

Items to note from the report: re-opening of Waste and Recycling Centres, future Chambers bus services, 98.57% of Suffolk pupils received a preferred primary school place, EDF Energy urged to consider how to fully consult with local communities for a new Sizewell C power station, tackling dangerous parking in the County, Suffolk Fostering & Adoption rated outstanding by Ofsted.

District Cllr Melanie Barrett had circulated her report prior to the meeting. Items to note from the report: garden waste collection recommencing, business support grants, COVID-19 Emerging Needs Fund, planning committee virtual meetings. She agreed to contact the Clerk the following day to follow up on matters arising from the agenda. In particular the Pikes Marsh land transfer and use of the garages at Claypits Avenue. Cllr Barrett was unable to comment on the Civil Parking Enforcement Powers however BSM parking would be included in the monitoring of enforcement.

Public concerns raised at the Public Forum:

- a) The recent influx of visitors to the village giving rise to an increase of vehicles parking along Colchester Road and the Nayland Road carpark.
- b) Visitors not social distancing and youngsters congregating and jumping off the Millennium footbridge.
- c) Signage to ensure visitors are aware of the dangers when jumping into and swimming in the river.
- d) Appropriate signage plus visual tape on the handrails of the bridge to indicate the need to abide by the Government guidelines when using the footbridge.

All these concerns endorsed by the parish council. Cllr Finch agreed to consult with Suffolk PCC Tim Passmore plus Essex and Suffolk Police to bring all the parish concerns to their urgent attention.

Cllr Barrett left the meeting at this point.

6/05/20 POLICE

- a) All police reports and police meeting dates circulated and available via the Suffolk Police website.
- b) The Suffolk Evidence Based Policing Project had not been received to date. All recent incidents had been reported to Suffolk Police and a further request submitted for the Project to be actioned. Arrangements for the CCTV installation progressing.
- c) No issues raised by members for following up by the Parish Liaison Officer and CPT.
- d) Cllr Aries advised Suffolk Police have received permission to use the Essex Speedwatch equipment at the Suffolk locations. Next step is to organise training on the administration and management of the process with Suffolk Police once COVID-19 restrictions allow. Speeding traffic continued to be an issue through the village and police to be informed.

7/05/20 HIGHWAY MATTERS

- a) B1508 roadbridge works: Works rescheduled from 2019 to July 2020. Waiting on confirmation.
- b) Street lighting: a) Eves Orchard bollards – these were parish owned but the units were now obsolete. Referred to the BDC lighting engineer for advice. b) Pikes Marsh – SCC no longer adopting additional lighting. Management Group had considered adjusting the timer but had agreed to leave as set with lights remaining on all night.

- c) Byway 5 Croft end: This section was not in the SCC 2020 cutting programme and therefore had been strimmed and tided by the parish contractor. Cllr Aries asked for the surfacing to be improved – SCC Highways agreed to a site visit to determine any action.
- d) St Edmunds Lane surface water: To be followed up in the autumn.
- e) Temporary pot hole issues: Cllr Fairbairn noted particularly on the section along Sudbury Road. SCC completing extensive road surface repairs during the lockdown period.
- f) Road works at Cuckoo Hill: Social distancing concerns referred to HSE. A Technical report by Railton TPC Ltd commissioned by KBB Group had been circulated. This report concluded that the access arrangements for the Cuckoo Hill site are unsafe due to a lack of visibility for those emerging from the site. Cllr Aries to forward the report to Cllr Finch for his comments.

8/05/20 PLANNING

- a) All applications received and comments made to date as per attached list.
- b) Applications requiring consideration at this meeting: None.
- c) **Other planning matters for reporting on:**
Cuckoo Hill Appeals: A new Inquiry date still to be agreed. Plot 2 property now occupied. Owing to COVID -19 restrictions BDC Officers had been unable to visit in person on site. However Enforcement Officers were continuing to investigate the issues raised regarding levels in front of Plot 1 and the retaining wall.

Cllr Finch left the meeting at this point.

Land to rear of Cambridge Way: A BDC Public Consultation for the use of Brook Field Grove was scheduled to be held during 2020. All Key Stakeholders to be included in the Consultation. A leaflet outlining Bures Transition Group's preferred plans for use of the land had been circulated to all BH residents. Concerns raised regarding access to the site via Cambridge Way along with probable increase of footfall and traffic. Transfer of lease still to be agreed.

Garage site: Site remained vacant. Nothing further to report.

The following Enforcement Cases were reported on:

Enforcement Case 18/00262/COU Rainbow Field, Arger Fen Road – the Investigating Officer regularly visiting the site. Under Permitted Development Rights the mobile home and shipping container may remain on site temporarily for the duration of the works. Ongoing.

Barns at Over Hall – the BDC Heritage and Design Officer had been investigating whether the barns at Over Hall should be included on the Buildings at Risk Register. However the barns had been recently badly damaged by fire and members considered them to be a blight on the countryside. Clerk to request an update from the Heritage Officer.

9/05/20 BURES PARISH ACTION PLAN WORKING PARTIES

- a) **Highways & Parking:** No further action to date.
- b) **Retail: Bridge Stores:** The owners had hoped that the shop would be open by now. However, work was halted by the need for two workers to install an RSJ in the shop and social distancing not being possible. Restrictions relaxed from 11th May mean that progress is again being made to rebuild the back of the shop.
Central Stores: Sarah West has set up the downstairs of Central Stores as Colour Splash Pottery. There will be pottery painting sessions held when restrictions are lifted. Materials are currently available for items to be painted at home.
Bank House: The property is up for auction with Allsop on 28th May. Depending on the outcome of the auction, there is a proposal for the property to be bought and restored.

The future plan would be for use as a café, shop, church office and base for other businesses needing rooms.

Bures Newsagents: Shyra has continued to operate from the Community Centre during the COVID-19 Restrictions. It has been agreed that the arrangement will continue for the time being.

Community Swap Shop: Cllr Saer put forward her request for the shop to continue on site but as a financially run small business with the community element running alongside. She put forward options for where the shop could be stood. She also noted on her need for the facility to be fully functionable i.e. suitable walk in container, electricity, water, licences and ground rent. Cllr Warren suggested a preferable site may be near the football pavilion. She also asked if the shop would offer refreshments and if so toilet facilities may be needed. Cllr Saer advised that these were all matters for further consideration. Cllr Aries suggested members consider the impact on existing village businesses but felt it was a good venture and proposed that Cllr Saer's request be agreed in principle at this stage.. This was agreed by all those members present. Cllr Saer agreed to investigate all options further and report back to members.

10/05/20 MATTERS ARISING FROM PREVIOUS MINUTES

a) Garages at Claypits Avenue: Cllr Barrett following up with the BDC Leader on behalf of the primary school Board of Governors to establish a change of use for the garage land.

b) Pikes Marsh play area: The parish council still waiting on the transfer of land from BDC. Cllr Barrett following up. BDC had agreed that the S106 Contributions made available from the build of Pikes Marsh would be set aside for use against the fencing project at the sportsground.

c) Footpath beside 3 Horseshoes PH: LED bollard lighting costs being obtained plus costs for repair of the potholes along the path. Clerk following up.

d) Local Council Award registration: Cllr Fairbairn and the Clerk had compiled the data required to register for a Foundation Level Award for both parish councils. Cllr Fairbairn liaising with SALC on the registration. The Parish Council resolved the following: that it had achieved items 1 – 15 of the Foundation Level and that all documentation relating to these items can be found on the Parish Council website. The Parish Council also confirmed by resolution that it had achieved the items required for the Foundation Level. See attached.

e) Improving communication: Hardcopies of minutes and information to be circulated at the Council Surgeries when COVID-19 restrictions eased. Clerk had increased social media usage which was proving successful.

f) Parish contractor works: Works list circulated to members. (Attached). Contractor had cleared debris along the Sudbury Road during the recent travel restrictions. Cemetery contractor investigating alternatives to Glyphosate.

11/05/20 FINANCE

Business Access A/C balance: £15,287.24

Community A/C balance: £5,170.33 (when all cheques paid)

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

b) Bank reconciliation dated 17th May 2020 – circulated, noted and attached.

Corresponding bank statements - circulated, noted and attached. To be duly signed by the Chairman and non-signatory member following the virtual meeting

c) PWLB Outstanding Balance on Loan 31.03.2020 circulated and noted.

d) Rradar account set up via Came & Company for management of legal crises. Noted this was only available for parish councils.

12/05/20 AUDIT MATTERS

- a) The findings of the Review of the effectiveness of the system of internal control held on 28th October 2019 were considered and accepted.
- b) The Internal Auditor's Report 2019/20 was noted with matters raised duly followed up.
- c) The Annual Governance Statement 2019/20 was considered, approved by resolution and to be duly signed following the virtual meeting.
- d) The Annual Accounting Statement 2019/20 was considered, approved by resolution, and to be duly signed and dated following the virtual meeting.
- e) The following were reviewed and duly adopted:
 - Standing Orders
 - Financial Regulations
 - Data Protection & Information Management – members noted their individual responsibilities
 - Risk Assessments
 - Publication Scheme
 - Complaints Procedure
 - Equality & Diversity Policy
 - Privacy Notice
 - Co-option Policy
 - Social Media Policy
 - Training Policy
 - Donations & Grants Policy
- f) The following matters were considered and approved;
 - Carolyn Holbrook appointed as Internal Auditor for 2020/21. It was agreed to increase her fees to £80 per annum.
 - Internal Audit Review Checklist – agreed to meet in October – date to be arranged
 - Approved accounts to be made available for sale for £5
 - Asset Register
 - Insurance Renewal Premium
 - Minor Works Preferred Builders list

13/05/20 GOVERNMENT CONSULTATION PAPERS/LEGAL TOPIC NOTES

All the following documentation has been circulated and noted:

PR3-20 Extending Accounts and Audit Deadlines

LO2-20 Employment Law changes 2020

14/05/20 CORRESPONDENCE

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

Letter outlining BDC continuity of planning services – parish consultations

Amendments to CIL Expenditure/collection and new CIL Bid round 1st May – 31st May

AONB Monthly Update

15/05/20 REPORTS.

Assets Report: Cllr Saer reported all assets in a satisfactory condition. Parish noticeboard in need of a clean. Clerk to inform contractor.

Bures Hamlet PC: Cllr Welch had circulated his report prior to the meeting. 3 LHP requests submitted to ECC Highways. Additional bollard at Millennium footpath entrance agreed. Bus stop at Mount Bures junction request still progressing. Developer of the Tenterfield site to be asked to provide a new lamp along the Parsonage Hill footpath.

County Broadband has 2 road closures programmed in Station Hill/Water Lane to install underground ducting and 3 transmission poles. Water Lane pothole and damaged pipe referred to County Cllr David Finch for follow up.

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

Cemetery: Cllr Aries had circulated her report prior to the virtual meeting. Contractor investigating alternatives to glyphosate and was currently hand weeding and raking. New cemetery map to be printed. Stonemason to carry out a full inspection of all memorials for safety and stability. The Cemetery Authority had been awarded a Government grant as part of the support package for small businesses. The members had agreed to waive all interment costs during this difficult time. Vehicle access and turning area to be discussed at the next meeting.

Sportsground: Cllr Welch reported on the Committee meeting held on the 14th May. Under COVID-19 restrictions the 2 play areas had been closed. The skateboard ramp to be refurbished. Quotations being obtained. The landing stage repairs delayed owing to the current restrictions. Warning notices in place to indicate that it was currently unsafe. Installation of CCTV still being progressed. Grant applications in hand to fence off the main playarea and to purchase an inclusive trampoline.

Cllr Aries asked members to consider the best options to address the issues raised at the public forum regarding the Millennium footbridge i.e. signage, jumping off bridge, social distancing, visual markings. Options put forward – approach SCC Structures team for a longterm solution to prevent jumping off the footbridge, one way access and markings to address social distancing when crossing the footbridge, priority markings at each end, signage considered but these may not remain in place, encourage residents to ring 101 when incidents occur, a positive and negative rules board at the riverbank.

Members agreed that the parish councils should be seen to be taking action to combat the issues raised.

It was agreed the footbridge railings on both sides should be taped to highlight the need for social distancing. Clerk to source orange netting and approach Nigel Norton to be tasked with the job as an immediate response to the issues. It was also agreed to follow up on the positive and negative rules board as a longterm response.

Cllr Aries to source priority right of way signs with COVID-19 regulatory information to install at each end of the footbridge.

Community Centre: Cllr McCrory had submitted her report prior to the virtual meeting. All regular bookings had ceased following the COVID-19 restrictions with the exception of the newsagents. Caretakers were working on reduced hours with full pay. Government business support grant received. Carpets had been laid. Risk assessments for all cupboard use being drafted.

Rights of Way: Cllr Aries had circulated her report prior to the virtual meeting. Items noted: Footpaths and bridleways had rapidly dried up after a warm, dry April. BWY5 – request for better surfacing referred to SCC Highways. Preliminary discussions in hand with Little Cornard Parish Council regarding possible creation of a footpath to link the two parishes.

Transport: The Station Adopter's report had been circulated prior to the meeting and placed on the parish council website. Greater Anglia reiterated the need to upgrade the lighting for the full length of the platform to ensure it provides for the minimum safe level of visibility necessary for driver only despatch that is used on the new trains fleet now running on the Sudbury line. The full output light setting to be adjusted when the COVID-19 restrictions eased along with the sensitivity of movement detectors.

Tree Warden: Ken Jackson had circulated his report prior to the virtual meeting. 2 tree applications commented on – silver birch tree reduction at Weltevreden, The Croft and reduction of maple and florida swamp trees at 5 Croftside. Overhanging trees along Sudbury Road and Clickett Hill needing attention in the autumn.

SALC: Cllr Fairbairn reported he had joined the SALC Focus online group. Next meeting scheduled for 1st June.

Primary School: Cllr Fairbairn as Chair of Governors had circulated an update prior to the virtual meeting. This had been noted and placed on the parish council website. Cllr Fairbairn advised that a review of all risk assessments was in hand. Letters being issued to all parents regarding the re-opening of schools. Cllr Aries asked Cllr Fairbairn to offer her thanks to the staff for the care currently being given to the children of NHS staff and vulnerable families.

Bures Common Trust: Due to COVID-19 restrictions the markets scheduled for April and May would not take place. Hard core and grass grid being laid to prevent the area around the gateway and in front of the barn from becoming muddy and rutted in wet weather. The Fish and Chip van continued to trade on Monday evenings.

16/05/20 INFORMATION EXCHANGE/NEXT AGENDA ITEMS

Cllr Aries noted that the meeting would be deleted from Zoom following the approval of the draft minutes at the next parish council meeting.

Next Agenda item: Recording and Use of Social Media at Council meetings

17/05/20 DATES FOR REPRESENTATIVES AT BHPC MEETINGS

2020: 20th July – Cllr Saer, 14th September – Cllr Jackson, 16th November – Cllr McCrory

2021: 18th January – Cllr Pentney, 15th March – Cllr Sills, APM 22nd March - All

18/05/20 DATE OF NEXT MEETING

Thursday 23rd July 2020 to be held virtually.

Future dates booked 2020: 17th September, 19th November

2021: 21st January, 18th March, APM 22nd March

The meeting closed at 10.30pm

Signed:

Chairman

Date