

**Minutes of Bures Hamlet Annual Parish Council Meeting**  
**Monday, 23<sup>rd</sup> May 2023**  
**held at Bures Community Centre at 7.30pm**

**Present:** Cllrs M Baker, K McAndrew, R Shackell, M Welch,  
J Aries (BSMPC and Parish ROW Officer), Cllr D Holland (BDC)  
**In the Chair:** Cllr R Shackell  
**Also Present:** Three members of the public

**01/05/23 ELECTION OF CHAIR**

It was resolved that Cllr Shackell be elected as Chairman and the Declaration of Acceptance of Office was duly signed.

**02/05/23 APOLOGIES FOR ABSENCE**

Apologies received from Cllr P Schwier (ECC).  
Apologies also received from Shirley Keeble-Fox (an interested candidate for co-option).

**3/05/23 DECLARATIONS OF ACCEPTANCE OF OFFICE**

Declarations of Acceptance of Office duly signed by those members elected to stand Office.  
Consent forms to receive electronic summons duly signed.

**04/05/23 CO-OPTION OF NEW MEMBERS**

2 interests had been received for the 3 vacancies available following the recent parish council elections. It was agreed to co-opt Sarah Manning and Shirley Keeble-Fox. Sarah Manning was invited to join members at the table and the Declaration of Acceptance of Office and Consent form to receive electronic summons duly signed. It was agreed that Shirley Keeble-Fox could sign her acceptance and consent form on her return from holiday.

**05/05/23 ELECTION OF OTHER OFFICERS**

Cllr Baker nominated as Vice-Chair and duly accepted.  
Cemetery Authority: Cllrs Baker, Manning and McAndrew.  
Sportsground Committee: Cllrs Keeble-Fox, Shackell and Welch.  
Community Centre: Cllrs and Clerk rotating as agreed during the year.  
Tree Warden: Cllr Baker.  
Parish Rights of Way: Mrs Jan Aries.  
Planning: All members.  
EALC & BALC: Chairman and Clerk.

**Appointment of other responsibilities:**

Transport: Cllr Welch, First Aid: Cllr Welch, Emergency Plan Co-ordinator: Clerk,  
Health & Wellbeing: Cllr Baker and Clerk, Legal: Chair and Clerk.

**Highways Joint Working Party:** Cllr Baker and Cllr Shackell.

**06/05/23 DECLARATION/REGISTER OF INTERESTS/DISPENSATIONS**

To receive any 'pecuniary' or 'non-pecuniary' interests and dispensation requests.  
No interests declared and no dispensation requests put forward.

## **07/05/23 MINUTES**

Minutes of the Parish Council Meeting of 20<sup>th</sup> March 2023 (previously circulated) were duly approved and signed as a correct record.

Minutes of the Bures Annual Parish Meeting of 27<sup>th</sup> March 2023 were received and noted (to be duly signed at the next APM 2024).

## **08/05/23 PUBLIC FORUM**

15 minutes maximum public participation

3 minutes for individual contributions unless agreed by Chairman

There were 2 members of the public in attendance.

Concerns were raised regarding the recent accident involving one vehicle which destroyed the wall of No. 10 Colchester Road. Although speed did not appear to be the major factor on this occasion, it continues to be an emotive issue for the village. The parish council was asked to encourage both Essex and Suffolk Police to increase random enforcement patrols. Cllr Aries raised the profile of SpeedWatch and encouraged residents to join the team. She explained that if a vehicle was detected speeding on 3 separate occasions then the police will fine the offenders. The team is also able to detect tax and MOT evasion. However the residents present considered increased police presence to be a greater deterrent to speeders. The Chair suggested that speed should be a jointly discussed matter with BSMPC via perhaps a Joint Extraordinary meeting. The Clerk to contact the Essex Police Liaison Officer with regard to increasing enforcement patrols. Parking issues along Colchester Road also another factor for discussion.

**District Councillor:** Cllr Holland introduced himself as the newly elected District Councillor for the Stour Valley South Ward. He suggested to members to monitor lorry and vehicle routes indicated within proposed local development applications. Cllr Holland also expressed the need for SpeedWatch Teams as the speed gun indicates accurate vehicle speeds. He noted to members that he will be part of the BDC Scrutiny Panel and also Vice-chair of the BDC Planning Committee. Cllr Holland is also very much involved in the National Grid proposals.

**County Councillor:** Cllr Schwier not in attendance to present a report. However, all correspondence between meetings from Cllr Schwier has been circulated.

**Bures St Mary Parish Council:** Cllr Jan Aries reported the following to the meeting: Quiet Lanes scheme Wave 4 signs being installed shortly. Cllr Isabelle Reece is the newly elected District Councillor. Cllr Elliott Ellerbeck has been elected on to the parish council at the recent local elections. 2 vacancies still remain. There is no funding to support the MUGA project proposed for use of the land behind the Primary School. Additionally, there is no funding to address the off-street parking around Claypits Avenue. Parish Council to continue to pursue these matters. Internal Auditor Carolyn Holbrook has resigned her post. BSMPC and Sportsground Committee Clerk being sought. 3 interests however only one interest remains for interview. Parish Council considering taking on the maintenance of the SID and reducing the rotation timings. Cllr Ellerbeck has offered to take on the management of the SID from Sudbury Town Council. Insurance claim accepted for the theft of the Jubilee bench and a new bench has been commissioned.

## **2 Bures Hamlet Annual Parish Council meeting minutes 23.05.2023**

## **09/05/23 POLICE MATTERS**

**a) Issues raised with Community Policing Teams:** Parking issues at Hamlet Court referred to the Essex Police Liaison Officer on behalf of a resident. Thefts from sheds and outbuildings increasing during the summer months.

**b) Virtual ASB meeting:** A virtual meeting with Essex and Suffolk Police and the Babergh Community Safety Officer was held to discuss management of potential ASB issues over the summer (minutes circulated). Cllr G Jackson has consulted with Frontline - a private security firm - to explore costs and the possible provision for occasional patrols on a 'when needed' basis. A further meeting to be arranged. Cllrs J Aries, G Jackson, R Shackell and M Welch to attend. The Sportsground Committee has agreed an initial payment of £200 for some trial patrols. The Sportsground Committee has discussed security arrangements for the Bures Music Festival. Essex Police confirmed that its primary role will be to prevent the youths accessing the Suffolk side of the village with items that could fuel ASB. If a Dispersal Order is required then Suffolk Police will apply for one.

**c) BSM SpeedWatch:** Cllr Aries reported that the team remains short of volunteers but still managing several shifts per week. She continues to raise the profile of SpeedWatch as a valued asset for the village. Refer to Public Forum, Agenda Item 8. for further details.

## **10/05/23 HIGHWAY MATTERS**

**a) Local Highway Panel (LHP) requests:** A Working Party to be formed to submit the following LHP requests. Working Party: Cllr Shackell, Cllr Welch and the Clerk.

**1) Pedestrian crossing at Colchester Road:** Members agreed to continue with progressing an LHP request for a crossing point from the Millennium footpath gate entrance.

**2) Safety improvements at Mount Bures junction:** Residents have been canvassed and some supportive letters received. It is agreed to continue with a new LHP request to reduce the speed limit from 60mph to 40mph along the B1508, to improve the sightline, to upgrade signage plus yellow hatchings and a bus stop hardstanding.

**3) 30mph extension for Lamarsh Hill:** Cllr Schwier confirmed that the request has been passed to the Design Engineers for validation.

**4) Safety measures near Hill Top, Lamarsh Hill:** Following a vehicle accident it was again brought to the attention of the parish council the narrowness of the road with a blind bend. Warning signs or slow markings may ease the issue.

**b) Flooding issues:** Flooding issues at Colne Road, Water Lane, Station Hill and Colchester Road. All gullies cleared of debris. Ditches still needed clearing at top of Colne Road. Clerk and Chair to liaise with Highways and Flood Management Team to discuss the issues. Matter ongoing.

**c) Pedestrian safety under railway bridge:** Various suggestions mooted by residents e.g. improved signage, short narrow tarmac path from Water Lane up to the white line on road, better private hedge maintenance, priority direction vehicle signage. All suggestions to be discussed with the Highways Team.

**d) Drop kerb review:** Cllr Shackell has undertaken a drop kerb review but members agreed that although for some areas it would be 'nice to have rather than a necessity' the matter does not warrant follow up. BSMPC following up on one suggested site at Nayland Road.

## **11/05/23 PLANNING**

**a)** All applications received and comments made to date as per attached list.

**b)** Applications requiring consideration at this meeting: None.

**c) Jubilee Grove:** The 'No Parking' bay at the entrance into the site has not resolved the access issues. The Clerk has discussed the matter with the Clarion Housing Estate Manager who is happy for the parish council to extend the bay however members agreed not to proceed. Proposed gifting of land behind No.10a Cambridge Way to be discussed at next meeting.

**d) Report on other matters:**

**1) Ferriers Farm Barns:** Awaiting the decision on the request from BSMPC to trigger Article 4.

**2) Vacant garage site:** Demolition notices in place. Old hairdresser's building still to be demolished. Tree clearance still to be carried out.

**3) Chambers Bus Depot site:** Ground investigation work has revealed some contamination. Rose Builders agreeing a method statement with Babergh DC and the Environment Agency on how best to deal with this. There are also some structural issues being investigated at Knowle House (the main brick building) as there has been some subsidence. All of these factors are delaying start of the build.

**4) Plots 5 & 6 Apple Tree Mews:** No response has been received to enquiries about remaining works to complete drainage and surfacing of the access to the Apple Tree Mews site. Plot no. 6 now occupied and no. 5 apparently sold.

**5) Land south of Penlan:** Blocking up of the illegal entrance remains on hold with ECC. Embankment tree removed owing to stability concerns. Members advised that the current telephone mast at Penlan has been selected by On Tower UK for upgrade. This upgrade may result in the mast being resited and trees needing to be removed. A full planning application will be required if any of the trees are protected. Tree Warden monitoring the situation.

**12/05/23 ITEMS FOR UPDATE, REPORT AND FOLLOW UP AS REQUIRED**

**a) Shared use of BSM Speed Indicator:** Members agreed to sharing the BSMPC's Speed Indicator Device on a rotating system. Locations to be identified and approved by ECC. Refer to Agenda Item 8 Public Forum – BSMPC report for further details.

**b) Proposed levy for Essex Knoll retail users:** A proposal was put forward to levy a charge on retail users of the Essex Knoll. However it is agreed that these users are an asset to the village. Agreed not to proceed. However concerns were raised regarding the continuing cost of waste removal on the site.

**c) Station Hill garden:** A UK Shared Prosperity Community Gardens Fund grant has been received from ECC for £5,000. The grant to cover costs for a rainwater harvester and cabinet, guttering, various gardening tools, plants, soil, benches and illustrated noticeboard. Site for a bench to be agreed as residents have asked for it not to be installed in front of their properties. Members agreed the bench could be installed on the pavement at the junction of Station Hill and Colchester Road. Clerk to follow up with Highways.

**d) Sensor light for Station Hill path:** Cllr Shackell offered to replace the stolen sensor lights as they had been extremely successful in lighting up the footpath for pedestrians during the darker evenings.

**e) Millennium footpath fence:** The Clerk suggested that as parish council funds have improved this financial year then the on hold Lottery Grant application could now proceed. Cllr Welch kindly agreed to follow up.

**f) Station lighting upgrade:** New lighting being installed for both the carpark and on the platform plus 2 electric charging points and improvements to the station waiting hut. Carpark has been resurfaced and all work to be fully completed during 2023.

**g) King's Coronation celebrations:** This was a very successful weekend, enjoyed by a large number of the community. Sunday morning open air Church service and activities, on the Common, went ahead as planned on 7th May. There were activities for all the family arranged for Monday Bank Holiday, brilliantly led by Claire Swann and Gill Jackson. Two thirds of the commemorative coins were given out to children of the parish aged 16 and under. Some remain to be collected or sold. The Eight Bells P.H. arranged a band for Sunday evening and the £300 proceeds were donated to Macmillan Fund. The Parish Council thanked all those involved who helped to make this such a memorable occasion.

**h) Telephone kiosk:** The Clerk has arranged for the kiosk to be re-painted. Date scheduled for end of June.

### **13/05/23 AUDIT MATTERS**

**a)** Members noted the findings of the Review and the effectiveness of the system of Internal control held on 10<sup>th</sup> October 2022 and that no actions were advised.

**b)** The Internal Auditor's report 2022/23 was noted with no matters raised.

**c)** The Annual Governance Statement 2022/23 was approved by resolution and duly signed.

**d)** The Annual Accounting Statement 2022/23 was approved by resolution, duly signed and dated

**e)** All members present renewed their pledge to adopt the LGA Councillor Code of Conduct.

**f)** The following policies were reviewed and adopted:

Standing Orders

Financial Regulations

Data Protection and Information Management

Risk Assessments

Publication Scheme

Complaints Procedure

Equality and Diversity

Co-option

Health and Safety

Remaining policies to be reviewed in September 2023.

**g)** Matters to agree and approve:

Appointment of Internal Auditor and Fees for 2023/24. The current Internal Auditor has informed the Clerk that she will not be continuing as the Bures Hamlet Parish Council or Cemetery Authority Internal Auditor. Clerk to follow up on a possible replacement.

Date for Internal Audit Review Checklist. In view of the above, no date was set.

Accounts available for sale for £5 agreed.

Asset Register noted.

Minor Works Preferred Builders List noted.

### **14/05/23 FINANCE MATTERS**

**Business Access A/C balance: £14,195.91 Community Account balance: £14,567.70**

**a)** Finance and Budget monitoring report - noted, circulated and attached.

**b)** Bank reconciliation and verifying bank statements dated 17<sup>th</sup> May 2023 noted, circulated and duly signed by the Chairman and non-signatory member.

**c)** Clerk's appraisal form to be considered at a later date.

**d)** To re-confirm agreement of electronic BACS payment. Clerk to follow up on a more robust procedure authorising BACS payments.

**e)** Four signatories agreed to authorise payments – Cllrs Shackell, Baker, McAndrew and Welch. It is agreed to move the parish council business accounts from Barclays to Lloyds Bank.

**f)** Insurance renewed with BHIB under the parish council 3 year agreement.

**5 Bures Hamlet Annual Parish Council meeting minutes 23.05.2023**

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

### **15/05/23 CLERK'S REPORT PLUS ANY CORRESPONDENCE RECEIVED FOR ACTION**

This had been previously circulated (attached and published on website).

For noting - a consultation on division boundaries for Essex County Council commenced 28<sup>th</sup> March and closes 5<sup>th</sup> June.

A letter of complaint from a resident has been sent to the Chairs of Bures Hamlet, Bures St Mary and the Sportsground Committee suggesting that recent grass and verge cutting in the village is 'out of step' with the rest of the country. The Parish Council does not have a Biodiversity Policy in place. The Parish Council has signed up to the Tree Charter Principles, the Friends of the Earth 20 actions for Parish Councils and a no chemical weed spraying agreement across the village. Cllr Holland suggested the resident should redirect their concerns to the District and County Councils. BDC is extending its once a year verge cutting trial for a further year. However it will continue to cut sight lines for road safety. Chair to respond to the resident.

**16/05/23 REPORTS** - All reports had been circulated prior to the meeting.

Reports to be reduced commencing at the July meeting in line with BSMPC decision at its meeting of the 16<sup>th</sup> May 2023.

**Asset Report:** Cllr McAndrew had circulated his report prior to the meeting. Bus shelters in need of a wipe down. Tree branches needed trimming from around lamp at Woolpit Downs.

Noticeboards and village sign all needed wiping down and wood preservative. Display board needed a repair or perhaps renewed. Some rotten timber on Millennium footpath fence.

**Cemetery Authority:** The Bures Scouts have agreed to clean the cemetery gates and benches and a donation will be made to the Troop. The Woodland Trust hedge whips which were planted at the beginning of March are doing well but still require their protective covers to prevent muntjacs from stripping off the tender new leaf growth. Peat-free mulch is being applied to help the whips continue to flourish during a possible hot and dry summer. Still awaiting the installation of additional supports for the upright posts to the rear chestnut boundary fencing which, as previously reported, is in a fairly dilapidated condition. Two signs have been erected to inform visitors that a 'wildflower meadow' is planned for the open lawn area in the old section. The grass will be left uncut until the autumn to see what wildflowers are already present with a view to introducing other varieties next year. Signs will now be attached to the main and rear gates prior to a funeral taking place. This is to ensure unobstructed vehicular access for the funeral cortège.

**Sportsground Committee:** The draft minutes of the 11<sup>th</sup> May have been published on the parish council website and are available to view.

**Community Centre:** Cllr McCrory had circulated her report prior to the meeting. Rear toilet walls to be tiled to prevent soap and water splash marks. The heating engineer visited over Easter and the heating does work properly. The controls must be kept at the temp and time setting preset otherwise the heating won't be consistent. Committee members have kindly been out weeding and clearing round the hall. Lettings remain very good. Noah's Ark are considering a summer school to be held on certain days through the summer holidays which will keep the centre in use even more often. The accounts have been passed by the internal auditor. The centre still needs a new treasurer.

**Rights of Way:** Cllr Aries had circulated her report prior to the meeting and this has been published on the parish council website.

**Joint Neighbourhood Plan:** The minutes of the Steering Group meetings on 21<sup>st</sup> March, 3<sup>rd</sup> April and 19<sup>th</sup> April were circulated and accepted by the members. The third draft of the Plan has been shared with the Parish Councils and the Steering Group are hoping for lots of constructive feedback.

**Joint Parish Plan 2022-23:** To be reviewed July 2023.

**BALC:** Meetings bi-monthly, virtual and in-person. Parish council representative to attend meetings agreed as the Chair. Minutes and newsletters circulated for information. Next meeting scheduled for 25<sup>th</sup> May via Zoom.

**Transport:** Cllr Welch has attended a meeting at Sudbury Town Hall organised by ECC to share details of the Demand Response Transport services DaRT3 /F315 with local residents. Advertising of the services to be increased. Clerk to follow up.

**Station Adopters:** Mary Turner, Lead Station Adopter had circulated her report on behalf of Bures Station Adopters and this has been published on the parish council website.

**Tree Warden:** Nothing for reporting to the meeting.

**Primary School:** Cllr Fairbairn, Chair of School Governors circulated a May update to the parish councils. This has been published on the parish council website for reference.

**Bures Common Land Trust:** The Common was the setting for the Bures community events to mark the Coronation of King Charles III. On Sunday 7<sup>th</sup> May St Mary's Church and the Baptist Church held a joint open air service followed by refreshments. On Monday 8<sup>th</sup> May a Coronation Fayre was held. Community groups all took part. A competition to be King and Queen and Archbishop for the day led to the crowning of George Longdon and Penny Robinson with Huck Robinson taking the role of Archbishop. The Bures dragon, created by Claire Swann was brought to life by a group of children winding their way through the crowds.

**Bures in Bloom:** Plants will be replaced for the Summer season on 25<sup>th</sup> May. BCLT are providing the funds for this.

**Vulnerable Persons Scheme:** Clerk to follow up with Kryshia Fuller to share information and to include Cllr McCrory and herself as part of the Health and Wellbeing responsibility.

### **17/05/23 INFORMATION EXCHANGE/NEXT AGENDA ITEMS**

Cllr Baker noted that she has put herself forward for co-option on to The Hennys', Middleton and Twinstead Parish Council.

Cllr Baker asked for the Parish Council members to recommence attending the monthly markets as agreed in 2022.

Next Agenda Item: Proposed gifting of land behind 10a Cambridge Way.

### **18/05/23 DATE OF NEXT MEETING**

Monday 17<sup>th</sup> July 2023 to be held at Bures Community Centre at 7.30pm.

Future dates booked for 2023: 18<sup>th</sup> September, 20<sup>th</sup> November

2024: 15<sup>th</sup> January, 18<sup>th</sup> March, APM 25<sup>th</sup> March, AGM 20<sup>th</sup> May

The meeting closed at 9.50pm

Signed:

Chairman

Date